

<u>Vice Mayor</u> Beverley Dalton



Jay Higginbotham

William "Bill" Ferguson

Charles Edwards Tracy Emerson

Tim George

Altavista Town Council
July 9, 2013 Regular Meeting Agenda
7:00 p.m.

J.R. "Rudy" Burgess Town Hall – 510 Main Street

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

6:45 p.m. Finance Committee Meeting (Large Conference Room)

7:00 p.m. Regular Council Meeting (Council's Chambers)

- 1) Call to Order
- 2) Invocation
- 3) Approval of Agenda
- 4) **PUBLIC COMMENT PERIOD:** Notes on Comment Period Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.
- 5) SPECIAL ITEMS OR RECOGNITIONS (Estimated Time: 20 minutes)
 - a) Eagle Scout Project Presentation Dylan Allen
 - b) Region 2000 Updates
 - i) Economic Development Council Regional Civic Center Update (Bryan David)
 - ii) Local Government Council Update (Gary Christie)
- 6) **CONSENT AGENDA** (Estimated Time: 5 minutes)
 - a) Approval of Minutes Regular Meeting June 11, 2013 (Attachment #1a)
 - b) Receive monthly review of Invoices (Attachment #1b)
 - c) Receive monthly review of Revenues & Expenditures (Attachment #1c)
 - d) Receive monthly review of Reserve Balance/Investment Report (Attachment #1d)
 - e) Receive annual FY 2013 Capital Improvement Program report (Attachment #1e)
- 7) **PUBLIC HEARINGS** (Time allotted as needed)
- 8) STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Estimated Time: 15 minutes)
 - a) Council Committees
 - i) Finance/Human Resources Committee (Dalton) (Attachment #3a)
 - ii) Police/Legislative Committee (Edwards) (Attachment #3b)
 - iii) Public Works/Utility Committee (Ferguson) (Attachment #3c)



- 8) STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Continued)
 - b) Others
 - i) Altavista Area Chamber of Commerce Uncle Billy's Day Report (Patty Eller) (Attachment #3d)
- 9) **NEW BUSINESS** (Estimated Time: 0 minutes)
- 10) **UNFINISHED BUSINESS** (Estimated Time: 5 minutes)
 - a) School/Town mutual benefit Resolution
- 11) MANAGER's REPORT (Estimated Time: 10 minutes)
 - a) Project Updates (Attachment #6a)
 - b) Reports
 - i) Departmental (Attachment #6b)
 - ii) Others
 - c) Other Items as Necessary
 - d) Informational Items (Attachment #6c)
- 12) Matters from Town Council
- 13) CLOSED SESSION (if needed)
- 14) Adjournment

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

AGENDA ITEM	SYNOPSIS AGENDA JULY 9, 2013 REGULAR ALTAVISTA TOWN COUNCIL MEETING
I. Call To Order II. Invocation	David Sage, Pastor at Grace Community Church
III. Approval Agenda	Approve Agenda as presented or modified. Enclosure: NO
IV. Public Comment Period	Enclosure: NO
V. Special Items or Recognitions	Eagle Scout Project – Dylan Allen Enclosure(s): YES REGION 2000 Updates a) Economic Development Council (Regional Civic Center) – Bryan David b) Local Government Council Update – Gary Christie Enclosure(s): No
VI. Consent Agenda	 a) Approval of Minutes – Regular Meeting of June 11, 2013 b) Receive monthly Invoices c) Receive monthly review of Revenues and Expenditures d) Receive month review of Reserve Balance/Investment Report Enclosures: YES Need a motion to Approve the items on the Consent Agenda.
VII. Public Hearings	None scheduled at this time. Enclosure: N/A

VIII. Standing Committees /Commissions/ Board Reports	Finance/Human Resources Committee Report – Chairman Dalton Police/Legislative Committee: Chairman Edwards Public Works/Utility Committee: Chairman Ferguson Others: Altavista Chamber of Commerce – President Patty Eller Enclosures: YES
XI: New Business	None At This Time. Enclosure:
XII: Unfinished Business	School/Town mutual benefit resolution Enclosure: Not at This Time.
XIII: Manager's Report	 a. Enclosed is a Project Update report provided by the Town Manager. Enclosure: YES b. Enclosed are Departmental Monthly Reports regarding their activities over the past month. Enclosure: YES c. (none at this time) Enclosure: No d. Informational items are attached in the agenda. Enclosure: YES

July 9, 2013 Town Council Agenda Synopsis

XIII: Matters from Town Council	
XIV: Closed Session	IF NEEDED.

REMINDER OF COUNCIL AND COMMITTEE MEETINGS

Public Works/Utility Committee

REGULAR MEETING: Wednesday, July 24, 2013 at 7:00 a.m.

Finance/Human Resources Committee

REGULAR MEETING: Tuesday, August 6, 2013 at 4:00 p.m.

Police/Legislative Committee

REGULAR MEETING: TBA

Town Council Meeting

REGULAR MEETING: Tuesday, August 13, 2013



Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #:

5a

Meeting Date: July 9, 2013

Agenda Placement: Special Items or Recognitions

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Eagle Scout Project Presentation – Dylan Allen

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Dylan Allen, a member of Boy Scout Troop 184, has approached the Town regarding his Eagle Scout project. Dylan is proposing to construct and install Mile Post markers in Campbell County's portion of English Park, as outlined in the attached brochure. With the park being located in the Town, Dylan wanted to share his project plan with the Town, prior to seeking authorization to proceed from Campbell County.

Staff recommendation, if applicable:

Endorse Dylan Allen's Eagle Scout Project.

Action(s) requested or suggested motion(s):

Consensus of Council endorsing Dylan Allen's Eagle Scout project of installing mile post markers in English Park. (Approval will ultimately need to come from Campbell County.)

Staff Review Record_

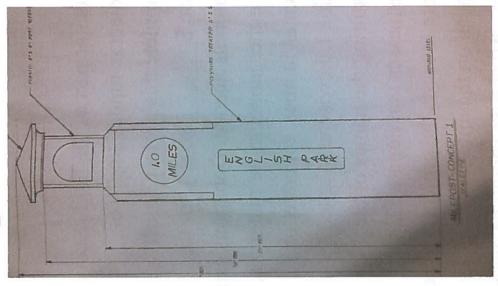
Are there exhibits for this agenda item? Yes

List them in order they appear in the packet: Eagle Scout Project brochure

Finance Director Initials and comments, if applicable:

Town Manager initials and/or comments: JWC

Sample Mile Post



Designed to resemble the staunton River Memorial library, four of these posts will be placed at intervals of half a nile on the new English Park



Contact Info:

Dylan Allen

Phone Number: (434-369-1521)

Email Address:

altavistaallens@embarqmail.com

Home Address:

218 Chimney Ridge Court

Altavista, VA 24517

*For any questions concerning my project or donations toward my project feel free to contact me at your convenience.

Thank You For Your Support!

Eagle Scout Project

Project Manager: Dylan Allen



English Park Riverside Trail

Project Objective:

The goal of this project is to place mile posts every half mile along the newly expanded trail at English Park. Likewise, a sign will be placed at the trailhead stating the total distance out and back, the name of the trail, and the name of the park. The mile posts are designed to look like the clock tower of the Staunton River Memorial Library, a landmark and symbol of the Town of



Why Support This Project?

solve this problem. mile posts I plan to design would the distance they have walked, the people walking the trail wonder serve as a great addition. Many trail's usage, mileposts would traveled. Due to the rise in the mileposts indicating the distance only aspect the trail lacks is walking, biking, and running. The path that is well suited for woods, while still providing a has the solitude of a hike in the undeveloped section of the park **English Park into the** The upgraded trail leading out of



A place to live, a way to live.

Vuginia



Please Consider

Donating!

payable to Boy Scout Troop 184 sign. All checks should be made businesses that donate \$100 or paint. Likewise, a plaque such as lumber, concrete, or raise \$ address: and can either be delivered to placed on the mile posts and be either monetary or materials, materials needed. Donations can complete this project I must me personally or mailed to my more towards the project will be featuring the names of the Project is fundraising. To A major part of the Eagle Scout to pay for the

218 Chimney Ridge Court Altavista, VA 24517



Town of AltavistaTown Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #:

5b

Meeting Date: July 9, 2013

Agenda Placement: Special Items or Recognitions

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Region 2000 Updates

Presenter(s): Bryan David and Gary Christie

SUBJECT HIGHLIGHTS

Bryan David, Executive Director of the Region 2000 Economic Development Council and Gary Christie, Executive Director of the Region 2000 Local Government Council will be present to give updates on ongoing activities in their organizations.

Staff recommendation, if applicable:

No Action Required

Action(s) requested or suggested motion(s):

No Action Required

Staff Review Record		
Stall Review Recold		

Are there exhibits for this agenda item? No

List them in order they appear in the packet:

Finance Director Initials and comments, if applicable:

Town Manager initials and/or comments: JWC

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on June 11, 2013 at 7:00 p.m.

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Rev. Karen Joy Kelly, St. Peter's Episcopal Church, gave the invocation.

Council members

present: Mayor Michael Mattox

Mrs. Beverley Dalton Mr. Charles Edwards Mr. Tracy Emerson Mr. Bill Ferguson Mr. Timothy George Mr. Jay Higginbotham

Mr. Edwards arrived at 7:03 p.m.

Also present: Mr. J. Waverly Coggsdale, III, Town Manager

Mr. Dan Witt, Assistant Town Manager Mrs. Tobie Shelton, Finance Director

Deputy Chief Ken Walsh, Police Department

Mr. John Eller, Town Attorney

Mr. John Tomlin, Public Works Director

Mr. Steve Bond, Wastewater Treatment Director

Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to approve the agenda.

Motion carried:

VOTE:

Mr. Michael Mattox
Yes
Mrs. Beverley Dalton
Yes
Mr. Tracy Emerson
Yes
Mr. Bill Ferguson
Yes
Mr. Timothy George
Yes
Mr. Jay Higginbotham
Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda. No one came forward.

- 5. Special Items or Recognitions
- 6. Consent Agenda
 - a) Approval of Minutes-Regular Meeting May 14, 2013
 - b) Receive monthly review of Invoices
 - c) Receive monthly review of Revenue & Expenditures
 - d) Receive monthly review of Reserve Balance/Investment Report

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve the items as listed on the consent agenda.

Motion carried:

VOTE: Mr. Michael Mattox Yes

Mrs. Beverley Dalton Yes

Regular Council Meeting—June 11, 2013

Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

- 7. Public Hearings
- 8. Standing Committee/Commission/Board Reports
 - a) Council Committees
 - i. Finance/Human Resources Committee

Altavista EMS Funding Consideration

Mrs. Dalton advised the Finance Committee has received additional information in regards to the Altavista EMS' request. The Committee reviewed the Altavista EMS' funding request for assistance with the purchase of a 4WD ambulance. Campbell County, through its Public Safety Program, is expected to provide \$150,000 toward this project. Altavista EMS has requested \$10,105 from the Town to complete the funding for the purchase. The Committee reviewed the information and based on the County's commitment recommends that \$10,105 be included in the FY 2014 Budget as a one-time contribution to Altavista EMS for assistance to purchase this piece of equipment. The money would be provided once verification of the vehicle purchase price is provided to the Town.

A motion was made by Mrs. Dalton, seconded by Mr. George, that \$10,105 be included in the FY 2014 Budget as a one- time contribution to the Altavista EMS for assistance to purchase the 4WD ambulance.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Altavista on Track "No Interest Loan" Funding Request

Mrs. Dalton advised last month, Town Council reviewed the request of Altavista On Track for funding in the amount of \$50,000.47 for addition to the existing "No Interest Loan" program that was begun as part of the Community Development Block Grant (CDBG) project several years ago. The CDBG loan program has \$49,999.53 that has been loaned on a revolving basis, but is restricted to the Downtown Business District. The requested \$50,000.47 would be for the same type of loans but for businesses outside of the Downtown Business District. The Committee recommends that \$50,000.47 be allocated for use of a "No Interest Loan" program that will be administered by Altavista On Track and the Town of Altavista. Altavista On Track will provide an annual report to the Council on both loan programs and staff will develop a Memorandum of Understanding between the Town and AOT related to administration of the loan program. The requested money would be funded from General Fund Reserves.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that \$50,000.47 be allocated for use as a "No Interest Loan" program for business façade improvements that will be administered by Altavista on Track.

Mrs. Dalton noted this is a loan program, they are matched loans by the recipient and they will be repaid. Should the Town decide to stop the program over a period of time, this money will come back to the Town.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Virginia Retirement System (VRS) Hybrid Plan & Disability Program

Mrs. Dalton noted a memorandum was received from Finance Director Tobie Shelton that provides an update on the new legislation that will impact all new employees after January 1, 2014.

Altavista Boundary Adjustment

Mrs. Dalton reported the Finance Director has provided an update on the Meals Tax Revenue Agreement that the Town has with Campbell County in regard to the previous boundary line adjustment (Altavista Commons Shopping Center). She noted this will be the first year the threshold of \$2,500,000 for revenue sharing has been reached. The contract calls for anything over the threshold to be shared 50/50 with Campbell County.

Armory Reuse/Redevelopment Proposals

Mrs. Dalton mentioned staff has published the RFP for proposals for Reuse/Redevelopment of the Armory site/property noting this issue is ongoing.

ii. Police/Legislative Committee

FY 2014 Capital Improvement Program (CIP) - Vehicle Purchase

Mr. Edwards advised the Police Committee discussed with staff the inclusion of a patrol vehicle in the FY 2014 Capital Improvement Program and it was decided that the item would remain in the program but it would be brought back to the Committee for review if the staff felt it should be purchased. He noted after discussing with Acting Chief Walsh, Walsh did not feel this purchase was critical.

It was the consensus of Council to leave the vehicle purchase in the FY2014 Capital Improvement Program.

FY2013 Capital Improvement Program (CIP) - Rifles Purchase

Mr. Edwards advised the Police Committee discussed with staff the nature of the rifle purchase as listed in the FY2013 CIP. These rifles have been ordered and manufactured. He noted eight other municipalities are using the same rifles. The Committee feels the rifle purchase, as approved in the FY2013 CIP, should remain.

iii. Public Works/Utility Committee

Street and Charlotte Avenue Drainage Issue

Mr. Ferguson advised this item has been under consideration for some time. At this time staff is working with VDOT in regard to calculations that will determine if the drainage can enter into their system on Main Street. Based on conversations with the VDOT engineer, he has a large project that he is working on and will not be able to get to this one until late 2013/early 2014. At this time, the Committee feels because VDOT will ultimately have to review the calculations whether they do them or an engineer is hired to do them, it is in the Town's best interest to wait until VDOT is available. He noted staff will stay in touch with the VDOT contact and wait until he is available to assist.

Tree Removal Request- Downtown Project

Mr. Ferguson advised the Committee reviewed the previous request for the removal of trees in the 600 block of Main Street (in the Downtown Streetscape project area) and decided to leave the trees at this time.

Utility Projects (Water Asset Management Study)

Mr. Ferguson reported the Committee has been reviewing and discussing the projects identified in the Water Asset Management Study and recommends that the Town proceed with the engineering/design phase of the project identified as "1A" (Bedford Avenue). A project sheet that shows the engineer's estimate for this project was presented. Upon approval staff will work with the list of engineers to get proposals for this task. Council was presented a listing of "updated" preliminary cost estimates for both Project 1A (Bedford Avenue) and Project 1B (Main Street), while the total is the same the allocation to each project has changed. Project 1A preliminary estimate is \$2,388,083.

A motion was made by Mr. Ferguson, seconded by Mr. Edwards, to allow staff to proceed with getting quotes for the engineering design of Project 1A (Bedford Avenue) as identified in the Water Asset Management Study.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Other Items/Updates

WWTP EOP – Pad has been constructed and trees planted. Dr. Licht visited the site on Wednesday, June 5th and was very pleased with the progress.

Mr. Edwards stated he received information about some EPA monies that might be available to help defray the cost up to 100%.

Utility Agreements – Staff is working on assessing local needs.

Lynch Mill Road Paving-This item was addressed in the most recent VDOT inspection and staff is working on moving this forward during the summer months, to avoid school traffic.

Colonel Club Sign Placement – Staff is working with representatives of the Colonel Club on this issue and hopes to make a recommendation to the Committee in late June.

Tree Removal Request (1418 Broad Street) – A citizen has asked that a tree in close proximity to their property be removed. Staff has inspected the tree and has determined that it appears healthy. At this time the Committee has decided to monitor the site and take no additional action.

b) Others

i. Recreation Committee

Mr. Witt advised the Altavista Recreation Committee has had several joint meetings with the Campbell County Park's Committee to develop a plan for the park adjacent to the Town's English Park. The County has approximately \$131,000 designated for park development. This is monies left over partially from the development of Third Street. The Committees' first objective was to come to an agreement on the priorities for development of the 4 phases/areas of the park; a consensus for development has been reached. Deputy County Administrator, Clif Tweedy developed a budget based on the priorities agreed upon by both committees. This budget underwent 2 or 3 revisions and in its current form is considered to be the best option for proceeding and is based on available county funding. The work will be completed by County employees thus saving about \$3 for every \$1 spent. At this time no funding is being requested from the Town; however, it should be noted that the difference between a partial completion and total completion of priorities (phases) 1-4 is about \$57,000. He noted the Recreation Committee is requesting a consensus from Town Council so this plan can be presented to the Campbell County Board of Supervisors followed by engineering design and construction.

Mrs. Dalton asked for clarification on where the money would be coming from.

Mrs. Mary Pascal, Campbell County Department of Recreation, offered the money is all Campbell County funded. The county received a government grant which put the road in which extended Third Street to the entrance into the county side of the park and the county matched. By doing some of the work with the County's crew, and VDOT sending in their crew, none of the match money was used. She noted originally the county budgeted \$100,000 for every park to be developed; the extra is from a grant when the property was purchased.

Mr. George asked Council to vote on this item but to also consider asking the Finance Committee to review the \$57,000 to complete Phases 1-4.

A motion was made by Mr. George, seconded by Mr. Ferguson, to accept the proposal from Campbell County and the Recreation Committee.

Motion carried:

VOTE: Mr. Michael Mattox Yes Mrs. Beverley Dalton Yes

Regular Council Meeting—June 11, 2013

Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

It was the consensus of Council to forward to the Finance Committee for their review spending \$57,000 for total completion of Phases 1-4 of the park.

9. New Business

a) Consideration of Annual Services Agreement-Engineering & Related

Mr. Coggsdale advised earlier this year, staff issued a Request for Qualifications for Annual Term Agreements for Professional Engineering and Related Services. Submittals from nine firms were received and six were invited for interviews. After the interviews the panel reached a consensus that they would like to award Annual Services Contracts to five of the firms. The selected firms are:

- B&B Consultants, Inc. (South Boston, VA)
- Dewberry (Danville, VA)
- Gay & Neal (Christiansburg, VA)
- WW Associates (Lynchburg, VA)
- Wiley/Wilson (Lynchburg, VA)

He stated staff would like for the Council to authorize the Town Manager to execute Annual Term Agreements with each of these firms. The execution of the agreements does not obligate the Town financially, but provides the procurement mechanism for future need of engineering and related services. The agreements will be for one (1) year with the ability to extend for up to an additional four (4) years.

A motion was made by Mrs. Dalton, seconded by Mr. George, to authorize the Town Manager authority to execute agreements with the selected firms for professional engineering and related services.

Motion carried:

Monon carrica.		
VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

10. Unfinished Business

a) Consideration of Adoption of the FY2014 Budget & Utility Rate/Fee

Mr. Coggsdale advised at last month's Council meeting, Town Council conducted the required Public Hearing on the FY2014 Budget and Capital Improvement Program (CIP) and staff was directed to make a change to the Avoca contribution. He noted tonight's meeting Council would consider adoption of the FY2014 Budget and Capital Improvement Program (CIP), as well as the PPTRA resolution and Tax Rates. This total reflects the earlier approval of funds for the Altavista EMS and Altavista on Track.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that the FY2014 Budget in the amount of \$7,193,510 be adopted and the funds be appropriated.

Motion carried:

1.1011011		
VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the FY2014-2018 Capital Improvement Program.

Motion carried:

1,10,110,11,000,		
VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mrs. Dalton, seconded by Mr. George, that the PPTRA resolution setting the tax relief at 62% be adopted.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR 2013

Altavista, Virginia

In accordance with the requirements set forth in <u>VA. CODE ANN.</u> §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle sitused within the Town of Altavista commencing January 1, 2013, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$500 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$501 to \$10,000 will be eligible for 62% tax relief;
- Personal use vehicles with assessed value of \$10,001 or more shall receive only 62% tax relief on the first \$10,000 in assessed value;
- All other vehicles which do not meet the definition of "qualifying" (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.l. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1,

Regular Council Meeting—June 11, 2013

2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed "non-qualifying" for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

A motion was made by Mrs. Dalton, seconded by Mr. George, that the Tax Rates for the Town of Altavista be adopted as unchanged for FY 2014.

Mr. Edwards mentioned the Peer Analysis Study conducted showed the Town of Altavista's tax rate being 18% higher than the other localities in the study. It is his hope Council can find a way to reduce the tax rate.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that the Utility Rates (Water and Sewer) be adopted as advertised.

Motion carried:

wiotion curricu.		
VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

Mayor Mattox complimented staff and the department heads for the work that was done on the budget. He stated the budget shows no tax increases, services are still provided, a surplus in both the General and Enterprise Funds, and the first time a draft budget has shown a surplus in the Water and Sewer Operations in several years. The budget is debt free and Capital Improvements were greatly reduced over the past year. The budget includes a 2% salary adjustment for all employees and addressed health insurance cost.

11. Manager's Report

a) Project Updates

Mr. Coggsdale advised the weather has delayed the completion of the Pittsylvania/Main Street Intersection project, which is now scheduled for completion by the end of June.

b) Reports

- i. Departmental
- ii. Others

c) Other Items as Necessary

Mayor Mattox noted the 64th Uncle Billy's Day was recently held and thanked the Altavista Chamber of Commerce and others involved for putting together a successful event.

Regular Council Meeting—June 11, 2013

ACCOUNTING PERIOD 12/2013 FROM: 06/01/2013 TO: 06/30/2013

CHECK NO	VEN NC		CHECK DATE	CHECK AMOUNT
31133	103	BEACON CREDIT UNION	06/06/2013	915.00
31134	28	COLUMBIA GAS	06/06/2013	418.94
31135	164	DMV	06/06/2013	580.00
31136	20	J JOHNSON ELLER JR	06/06/2013	1,887.75
31137	71	FAIRPOINT COMMUNICATIONS	06/06/2013	381.72
31138	118	FERGUSON ENTERPRISES INC #75	06/06/2013	2,656.66
31139	50	GRETNA TIRE INC	06/06/2013	554.71
31140	52	HACH COMPANY	06/06/2013	1,888.25
31141	274	HAJOCA CORPORATION	06/06/2013	503.69
31142	57	ICMA RETIREMENT TRUST-457 #304	06/06/2013	1,550.00
31143	59	KAPPE ASSOCIATES INC	06/06/2013	2,866.29
31144	1	KIMBERLY HAMLETT	06/06/2013	44.17
31145	1	UNITED STATES TREASURY	06/06/2013	119.64
31146	94	US POSTAL SERVICE(HASLER)	06/06/2013	1,800.00
31147	116	XEROX CORP	06/06/2013	222.65
31148	505	ALLIED JANITORIAL SERVICE INC	06/06/2013	1,496.25
31149	303	ALTAVISTA CHAMBER OF COMMERCE	06/06/2013	10,000.00
31150	461	KATHI BOGERT	06/06/2013	1,899.50
31151	9999997	BRADNER, MICHAEL E	06/06/2013	24.37
31152	301	ENGLISH'S LLC	06/06/2013	741.93
31153	324	FISHER AUTO PARTS	06/06/2013	57.70
31154	9999999	HAMLETT KIMBERLY G	06/06/2013	30.48
31155	566	INTEGRATED TECHNOLOGY GROUP IN	06/06/2013	1,624.58
31156	9999997	JONES, DIANA K	06/06/2013	5.74
31157	411	MANPOWER	06/06/2013	1,248.00
31158	300	NAPA AUTO PARTS	06/06/2013	393.26
31159	450	REGION 2000	06/06/2013	40.00
31160	575	SOUTHERN REFRIGERATION CORP	06/06/2013	74.29
31161	354	WILEY & WILSON	06/06/2013	13,485.37
31162	542	WILLOUGHBY & ASSOCIATES INC	06/06/2013	280.00
31163	449	GARY PENN	06/06/2013	1,500.00
31164	303	ALTAVISTA CHAMBER OF COMMERCE	06/14/2013	1,180.50
31165	84	ALTAVISTA JOURNAL	06/14/2013	666.00
31166	81	BATES JR, ANTHONY D	06/14/2013	300.00
31167	4	BOXLEY AGGREGATES	06/14/2013	1,182.47
31168	418	BSW INC	06/14/2013	620.00
31169	16	CAMPBELL COUNTY UTILITIES & SE	06/14/2013	228.48
31170	145	CHANDLER CONCRETE CO INC	06/14/2013	160.00
31171	32	CONTROL EQUIPMENT CO INC	06/14/2013	234.37
31172	164	DMV	06/14/2013	65.00

31173	36	DOMINION VIRGINIA POWER	06/14/2013	43,017.13
31173	41	FISHER SCIENTIFIC	06/14/2013	252.01
31175	49	FISHER SCIENTIFIC GERALDINE KAUFFMAN HAROLD JARVIS KENNETH HUNT HURT, TERESA A IDEXX DISTRIBUTION INC	06/14/2013	1,563.25
31176	1	HAROLD IARVIS	06/14/2013	94.49
31177	576	KENNETH HUNT	06/14/2013	95.00
	0000007	HURT, TERESA A	06/14/2013	60.55
31179	401	IDEXY DISTRIBUTION INC	06/14/2013	1,515.58
31179	58	INSTRUMENTATION SERVICES INC	06/14/2013	708.00
31180	553	KOMPAN INC	06/14/2013	519.75
31181		MANPOWER	06/14/2013	1,543.75
31182		PRINTECH INC	06/14/2013	197.37
31183		RHONDA LOGAN	06/14/2013	
31185		US POSTAL SERVICE/POSTMASTER	06/14/2013	
31186	110	VUPS INC	06/14/2013	35.70
3118/	449 17	VUPS INC GARY PENN KENNETH WALSH BEACON CREDIT UNION BOLEY, CHARLES & ANITA BRENNTAG MID-SOUTH INC BUSINESS CARD	06/17/2013	500.00 500.00
31188	14	RENNETH WALSH	06/11/2013	
31189	103	BEACON CREDIT UNION	06/21/2013	915.00
31190	9999997	BULEY, CHARLES & ANTI A	06/21/2013	43.93
31191	12	BRENNTAG MID-SOUTH INC	06/21/2013	1,978.98
31192	294	BUSINESS CARD	06/21/2013	16,237.77
31193		CHRISTOPHER MICALE, TRUSTEE	06/21/2013	400.00
31194		FIRE & SAFETY EQUIP CO INC	06/21/2013	947.25
31195		HACH COMPANY	06/21/2013	340.50
		HENDRICKS, SANDRA LEE	06/21/2013	60.55
31197		MICHAEL HUNT	06/21/2013	35.00
		ICMA RETIREMENT TRUST-457 #304	06/21/2013	1,550.00
31199		MANPOWER	06/21/2013	520.00
31200	9999997	MOON, GEOFFRY & PENNY D. MYERS, MARK	06/21/2013	41.69
31201	9999997	MYERS, MARK	06/21/2013	60.26
31202	423	NTELOS PAYNE, KIMBERLY DAWN	06/21/2013	828.09
				54.56
31204		PSYCHOLOGICAL HEALTH ROANOKE		600.00
31205	379	REI CONSULTANTS INC	06/21/2013	1,434.49
31206	299	KIRK SCHULTZ	06/21/2013	130.00
31207	306	TYREE'S-LITTLE HEATING & COOLI	06/21/2013	404.45
31208	1	UNITED STATES TREASURY	06/21/2013	119.64
31209	95	UNITED WAY OF CENTRAL VA	06/21/2013	120.00
31210	1	WAVERLY COGGSDALE III	06/21/2013	4.00
31211	9	AFLAC	06/28/2013	2,029.31
31212	578	AMERITAS LIFE INSURANCE CORP	06/28/2013	2,355.28
31213	4	BOXLEY AGGREGATES	06/28/2013	1,074.80
31214	427	CENTURYLINK	06/28/2013	2,210.69
31215	580	CHC OF VIRGINIA INC	06/28/2013	30,249.26
31216	123	FIRE & SAFETY EQUIP CO INC	06/28/2013	50.95
31217	9999998	FIRST NATIONAL BANK	06/28/2013	150.00
31218	41	FISHER SCIENTIFIC	06/28/2013	1,133.65

31219	52	HACH COMPANY	06/28/2013	1,081.19
31220	9999997	JONES, DIANA K	06/28/2013	75.00
31221	411	MANPOWER	06/28/2013	520.00
31222	218	MINNESOTA LIFE	06/28/2013	162.64
31223	252	ODB	06/28/2013	4,600.00
31224	67	ORKIN PEST CONTROL LLC	06/28/2013	233.11
31225	458	SAM'S ON THE MARKET INC	06/28/2013	409.92
31226	92	UNIFIRST CORP	06/28/2013	980.88
31227	93	UNITED STATES POST OFFICE	06/28/2013	489.06
31228	579	UNIVERSITY OF MARYLAND BALTIMO	06/28/2013	5,380.70
31229	94	US POSTAL SERVICE(HASLER)	06/28/2013	500.00
31230	271	VIRGINIA CAROLINA PAVING & GRA	06/28/2013	151,609.37
31231	125	CVCJA	06/28/2013	35.00
31232	195	TEMPLETON PAVING	06/28/2013	3,023.35
31233	306	TYREE'S-LITTLE HEATING & COOLI	06/28/2013	179.00

NO. OF CHECKS: 101 TOTAL CHECKS 340,069.66

	FY 2013	FY 2013	MTD % of	FY 2013	YTD % of	YTD
General Fund Revenue	<u>Budget</u>	MTD	<u>Budget</u>	YTD	Budget	Projections
Property Taxes - Real Property	420,000	251	О	413,378	98	420,000
Public Service - Real & Personal	65,000	0	0	61,603	95	
Personal Property	195,000	747	0	160,848	82	65,000 105,000
Personal Property - PPTRA	100,000	6,101	6	112,851	113	195,000 100,000
Machinery & Tools	1,460,000	0,101	0	1,470,339	101	
Mobile Homes - Current	500	3	1	425	85	1,470,100 500
Penalties - All Taxes	5,000	158	3	5,845	117	5,000
Interest - All Taxes	2,000	137	7	3,843	156	3,000
Local Sales & Use Taxes	120,000	12,999	-	135,394	113	120,000
Local Electric and Gas Taxes	100,000	902	1	94,646	95	100,000
Local Motor Vehicle License Tax	41,000	553	1	45,479	111	43,000
Local Bank Stock Taxes	160,000	0	0	160,104	100	160,000
Local Hotel & Motel Taxes	50,000	6,391	13	74,472	149	60,000
Local Meal Taxes	610,000	60,266	10	623,212	102	610,000
Audit Revenue	3,500	00,200	0	023,212	0	3,500
Container Rental Fees	1,200	58	5	975	81	1,200
Communications Tax	35,000	3,443	10	35,014	100	35,000
Transit Passenger Revenue	3,000	4	0	5,277	176	5,000
Business License Fees/Contractors	9,000	84	1	7,146	79	9,000
Busines License Fees/Retail Services	110,000	983	1	115,697	105	110,000
Business Licnese Fees/Financial/RE/Prof.	8,000	123	2	10,389	130	8,000
Business License Fees/Repairs & Person Svcs	15,000	746	5	18,028	120	15,000
Business Licenses Fees/Wholesale Businesses	1,500	0	0	1,917	128	1,500
Business License Fees/Utilities	8,000	0	0	7,800	98	8,000
	0,000	٩	ı	7,000	36	8,000

	FY 2013	FY 2013	MTD % of	FY 2013	YTD % of	YTD
General Fund Revenue (Continued)	<u>Budget</u>	MTD	Budget	YTD	Budget	Projections
Business License Fees/Hotels	1,300	o	o	1 575	124	4 200
Permits - Sign	1,000	120	12	1,575 1,320	121	1,300
Fines & Forfeitures - Court	8,000	2,492	31	•	132 419	1,000
Parking Fines	200	2,432	10	33,546 190	419 95	24,000
Interest and Interest Income	15,000	5,592	37	45,596	304	200
Rents - Rental of General Property	600	3,3 <i>3</i> 2	13	962		47,000
Rents - Pavilion Rentals	0	475	0	3,225	160	1,000
Rents - Booker Building Rentals	0	100	0	3,600	0	3,500
Rents - Rental of Real Property	40,000	3,874	10	75,300	188	4,000
Property Maintenance Enforcement	40,000	111	0	1,332	198	50,000
Railroad Rolling Stock Taxes	15,700	0	0	18,058		1,300
State DCJS Grant	80,000	18,237	23	78,348	115 98	18,000
State Rental Taxes	1,100	18,237	0	417		80,000
State/Misc. Grants (Fire Grant)	8,000	0	0	8,300	38	1,100
State/VDOT Contract Services	3,000	0	0	,	104	9,100
VDOT Police Grant for Overtime	8,100	0	0	2,324	77 76	3,000
State Transit Revenue	11,800	0		6,150	76 146	8,100
Campbell County Grants	55,000	-	0	17,282	146	13,600
Litter Grant	1,600	0	0	57,100	104	57,100
Fuel - Fire Dept. (Paid by CC)	,	0	0	2,247	140	2,250
VDOT TEA 21 Grant	5,400	10.355	0	3,131	58	5,400
VDOT LAP Funding	900,000	19,255	2	29,619	3	900,000
Federal Transit Revenue	970,000	0	0	14,675	2	970,000
Federal/Byrne Justice Grant	63,300	2,765	4	60,124	95	63,300
· ·	5,000	0	0	5,619	112	5,000
Federal/Bullet Proof Vest Partnership Grant	2,000	0	0	2,800	140	2,800
Misc Sale of Supplies & Materials	10,000	7,169	72	22,267	223	16,000
Misc Cash Discounts	200	27	13	215	108	200

	FY 2013	FY 2013	MTD % of	FY 2013	YTD % of	YTD
General Fund Revenue (Continued)	Budget	MTD	Budget	YTD	Budget	Projections
Miscellaneous	10,000	-23,618	-236	27,299	273	25,000
Misc State Forfeiture Fund	l Ì	0		198		·
Transfer In from General Fund (C.I.P.)	54,000	0	0	54,000	100	72,200
Transfer In from CIF	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	224,100	0	0	0	o	224,100
	6 047 400	400.545				
	<u>6,017,100</u>	130,645	<u>2.17</u>	<u>4,140,787</u>	<u>68.82</u>	6,157,350

	FY 2013 Budget	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
ALL FUNDS TOTAL						
Operations	5,611,780	383,047	7	5,056,596	90	5,575,420
Debt Service	56,600	0	0	56,571	100	56,600
CIP	3,796,750	173,074	5	815,961	21	3,841,450
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	16,250	25	48,750	75	65,000
Transfer Out to Cemetery Reserve	<u>18,900</u>	<u>o</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23,320</u>
ALL FUNDS - GRAND TOTAL:	9,549,030	<u>572,371</u>	<u>6</u>	5,977,879	<u>63</u>	9,561,790

GENERAL FUND (FUND 10)	FY 2013 Budget	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of Budget	YTD Projections
Administration						
Operations	737,900	42,435	6	685,481	93	735,900
Debt Service	0	0	0	0	0	0
CIP	<u>16,000</u>	<u>o</u>	<u>0</u>	<u>15,303</u>	<u>96</u>	15,500
Administration - TOTAL:	<u>753.900</u>	<u>42,435</u>	<u>0</u> <u>6</u>	<u>700,784</u>	<u>93</u>	<u>751,400</u>
Non-Departmental						1
Operations	949,370	51,674	5	397,483	42	1,237,790
Transfer Out to Cemetery Fund	-25,000	-25,000	100	-25,000	100	-25,000
Transfer Out to Enterprise Fund	-551,270	0	0	0	0	-633,490
Transfer Out to General Fund Reserve	0	0	0	0		-203,900
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-16,250</u>	<u>25</u>	<u>-65,000</u>	<u>100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>308,100</u>	<u>10,424</u>	<u>25</u> <u>3</u>	<u>307,483</u>	<u>100</u>	<u>310,400</u>
Debt Service	56,600	0	0	56,571	100	56,600
CIP	<u>2,001,000</u>	<u>82,140</u>	<u>4</u>	<u>225,784</u>	<u>11</u> <u>25</u>	<u>1,998,000</u>
Non-Departmental - TOTAL:	<u>2,365,700</u>	<u>92,563</u>	<u>4</u>	<u>589,838</u>	<u>25</u>	<u>2.365.000</u>
Public Safety						
Operations	953,780	59,763	6	855,192	90	883,740
Debt Service	0	0	0	0	0	0
CIP	<u>44,050</u>	<u>0</u>	<u>0</u> <u>6</u>	<u>28,652</u>	<u>65</u>	<u>39,750</u>
Public Safety - T OTAL:	<u>997,830</u>	<u>59,763</u>	<u>6</u>	<u>883.844</u>	<u>65</u> 89	<u>923,490</u>
Public Works						
Operations	938,700	83,362	9	830,685	88	875,490
Debt Service	0	o	0	. 0	0	0
CIP	<u>101,400</u>	<u>-93,863</u>	<u>-93</u>	<u>115,464</u>	<u>114</u>	122,100
Public Works - TOTAL:	<u>1,040,100</u>	<u>-10,502</u>	<u>-93</u> <u>-1</u>	<u>946.149</u>	<u>91</u>	<u>997,590</u>

GENERAL FUND (FUND 10)	FY 2013 Budget	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>	
Economic Development							
Operations	106,700	7,108	7	71,150	67	79,080	
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>o</u>	<u>o</u>	<u>o</u>	
Economic Development - TOTAL:	<u>106,700</u>	<u>7.108</u>		<u>71,150</u>		<u>79.080</u>	
Transit System						= 1	
Operations	81,600	7,146	9	78,029	96	81,600	
Debt Service	o	0	0	o	0	0	
CIP	<u>30,000</u>	<u>0</u>	<u>o</u>	<u>31,757</u>	<u>106</u>	31,800	
Transit System - TOTAL:	<u>111,600</u>	<u>7,146</u>	<u>0</u> <u>6</u>	<u>109,786</u>		<u>113,400</u>	
GENERAL FUND TOTALS			-			-	
Operations	3,126,780	210,237	7	2,828,021	90	2,966,210	
Debt Service	56,600	0	, O	56,571		56,600	
CIP	2,192,450	-11,724	-1	416,960		2,207,150	
GENERAL FUND - GRAND TOTAL:	<u>5,375,830</u>	<u>198,514</u>	<u>4</u>	3,301,552	<u>61</u>	5,229,960	

Town of Altavista Administration FY 2013 Expenditure Report 100% of year Lapsed

	FY 2013	FY 2013	MTD % of	FY 2013	YTD % of	YTD
ADMINISTRATION - FUND 10	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	Projections
(Includes 1% Salary Range Adjustment & 1% COLA)						
Wages & Benefits	427,300	28,790	7	405,458	95	427,300
Other Employee Benefits	20,500	0	0	17,581	86	20,550
Services	139,700	4,318	3	119,951	86	132,700
Other Charges	123,300	6,553	5	118,739	96	128,300
Materials & Supplies	27,100	2,774	10	23,751	88	27,050
Capital Outlay	16,000	0	0	15,303	96	15,500
Total Expenditures	753,900	42,435	6	700,784	93	751,400

Town of Altavsita Non-Departmental FY 2013 Expenditure Report 100% of Year Lapsed

NON-DEPARTMENTAL - FUND 10	FY 2013 Budget	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of Budget	YTD Projections
CONTRIBUTIONS - OTHER CHARGES						
Other Charges - Misc.	51,000	10,000	20	49,007	96	51,000
USDA Assistance	1 1	О		3,048		, i
NABF Youth Baseball Tournament		О		2,500		2,500
Property Maintenance Enforcement	7,000	o	О	0	o	7,000
Business Development Center	2,500	О	О	2,500	100	2,500
Altavista Chamber of Commerce	20,000	О	o	20,000	100	20,000
Dumpster Reimbursement	1,000	0.	О	300	30	1,000
Uncle Billy's Day Funding	20,000	10,000	50	20,000	100	20,000
Christmas Parade Liablity Insurance	500	О	0	309	62	500
Contribution - Altavista EMS	0	О	О	1,000	0	1,000
Contribution - Senior Center	1,000	О	0	1,000	100	1,000
Economic Incentives	68,900	О	o	68,875	100	68,900
Contribution - YMCA Recreation Program	100,000	o	0	100,000	100	100,000
Contribution - Altavista Fire Co.	9,000	o	0	8,300	92	9,000
Contribution - Avoca	10,000	0	О	10,000	100	10,000
Contribution - Altavista On Track (MS)	35,000	o	0	35,000	100	35,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	274,900	10,000	4	273,182	99	275,900
NON-DEPARTMENTAL - Non-Departmental						
Fuel - Fire Company	5,000	370	7	4,765		5,000
NON-DEPARTMENT - ND - TOTAL	5,000	370	7	4,765	0	5,000
NON-DEPARTMENTAL - SUBTOTAL	279,900	10,370	11	277,947	99	280,900
TRANSFER OUT						
Transfer Out - Cemetery Fund	25,000	25,000	100	25,000	100	25,000

FY 2013 Expenditure Report - Non-Departmental as of June 30, 2013 Page 1 of 2

Town of Altavsita Non-Departmental FY 2013 Expenditure Report 100% of Year Lapsed

	FY 2013	FY 2013	MTD % of	FY 2013	YTD % of	YTD
NON-DEPARTMENTAL - FUND 10	<u>Budget</u>	MTD	<u>Budget</u>	YTD	Budget	Projections
Tranfer Out - Enterprise Fund	551,270	0	0	0	0	633,490
Transfer Out - Library Fund	0	0	0	0	0	0
Transfer Out - General Fund Reserve	0	0	0	0	0	203,900
Transfer Out - CIF	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	16,250	25	65,000	100	65,000
TRANSFER OUT - TOTAL	641,270	41,250	6	90,000	14	927,390
DEBT SERVICE						
Debt Service - Principal	52,900	0	0	52,871	100	52,900
Debt Service - Interest	3,700	0	0	3,701	100	'
DEBT SERVICE - TOTAL	56,600	o	0	56,571	100	· -
MATERIALS & SUPPLIES - Non. Dept.						5
Avoca Materials & Supplies	28,200	54	0	29,536	105	29,500
MATERIALS & SUPPLIES - TOTAL	28,200	54	0	29,536	105	,
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	1,005,970	51,674	5	454,055	45	1,294,390
		52,57		454,033	7.5	1,234,330
CAPITAL OUTLAY - Non-Departmental						
Capital Outlay - New	О	0	О	0	0	0
Replacement Improvements	1,023,500	30,952	3	80,379	0	1,023,500
Replacement Other than Buildings (Avoca)	7,500	o	0	4,450	0	
Replacement Other than Buildings (VDOT LAP)	970,000	51,187	5	140,955	0	970,000
CAPITAL OUTLAY -TOTAL	2,001,000	82,140	4	225,784	0	1,998,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	3,006,970	133,813	4	679,838	23	3,292,390
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	2,365,700	92,563	4	589,838	25	

Town of Altavista Public Safety FY 2013 Expenditure Report 100% of Year Lapsed

PUBLIC SAFETY - FUND 10	FY 2013 Budget	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of <u>Budget</u>	YTD Projections
(INCLUDES 1% Salary Adjustment and 1% COLA) Wages & Benefits	820,280	48,221	6	747,989	91	759,430
Other Employee Benefits	0	0	0	0	0	0
Services	5,900	935	16	1,753	30	2,000
Other Charges	41,800	936	2	33,310	80	38,010
Materials & Supplies	85,800	9,671	11	72,141	84	84,300
Capital Outlay	44,050	0	0	28,652	65	39,750
Total Expenditures	997,830	59,763	6	883,844	89	923,490

Town of Altavista Public Works FY 2013 Expenditure Report 100% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2013 <u>Budget</u>	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	660,400	47,823	7	559,560	85	593,400
Other Employee Benefits				·		
Services	8,500	115	1	10,359	122	10,900
Other Charges	24,300	1,449	6	23,154	95	26,090
Materials & Supplies	245,500	33,975	14	237,613	97	245,100
Debt Service	0	0	0	0	0	Ó
Capital Outlay	101,400	-93,863	-93	115,464	114	122,100
Total Expenditures	1,040,100	-10,502	-1	946,149	91	997,590

Town of Altavista Economic Development FY 2013 Expenditure Report 100% of Year Lapsed

ECONOMIC DEVELOPMENT - FUND 10	FY 2013 <u>Budget</u>	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	84,900	5,906	7	60,118	71	60,280
Other Employee Benefits		0	0	0	0	
Services	1,500	0	0	827	55	1,500
Other Charges	16,200	1,201	7	9,494	59	15,800
Materials & Supplies	4,100	0	0	710	17	1,500
Capital Outlay	0	0	0	0	0	0
Total Expenditures	106,700	7,108	7	71,150	67	79,080

Town of Altavista Transit System FY 2013 Expenditure Repost 100% of Year Lapsed

TRANSIT SYSTEM - FUND 10	FY 2013 <u>Budget</u>	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	56,600	4,327	8	54,408	96	56,600
Services	3,400	0	0	614	18	1,500
Other Charges	4,300	96	2	2,989	70	4,300
Materials & Supplies	17,300	2,722	16	20,018	116	19,200
Capital Outlay	30,000	0	0	31,757	106	31,800
Total Expenditures	111,600	7,146	6	109,786	98	113,400

	FY 2013	FY 2013	MTD % of	FY 2013	YTD % of	YTD
Enterprise Fund Revenue	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	Projections
Interest/Interest Income	3,000	206	7	3,388	113	3,500
Water Charges - Industrial	827,400	72,482	9	739,922	89	786,030
Water Charges - Business/Residential	220,500	46,958	21	207,562	94	220,500
Water Charges - Outside Community	141,750	22,078	16	127,513	90	141,750
Water Charges - Water Connection Fees	1,000	350	35	1,450	145	1,450
Sewer Charges - Industrial	1,100,000	98,007	9	988,974	90	· ·
Sewer Charges - Business/Residential	220,000	44,277	20	210,810	96	, ,
Sewer Charges - Outside Community	1,800	О	О	1,602	89	
Sewer Charges - Sewer Connection Fees	4,000	1,100	28	3,300	83	<i>'</i>
Sewer Charges - Sewer Surcharges	45,000	2,026	5	33,759	75	37,000
Charges for Service - Water/Sewer Penalties	3,200	-25	-1	3,554	111	3,500
Misc. Cash Discounts	200	3	1	29	15	100
Miscellaneous	25,000	1,835	7	34,830	139	
State Fluoride Grant	0	0	О	o	0	0
Transfer In from Fund 50 (CIP Designated Res)	344,480	О	О	o	0	402,010
Transfer In from Reserves (DEBT PAYOFF)	o	О	О	О	0	0
Transfer in From General Fund	<u>551,270</u>	0	o	O	0	633,490
				٦		333, 30
			- 1			ļ
ENTERPRISE FUND - REVENUE:	<u>3,488,600</u>	<u>289,298</u>	<u>8.29</u>	<u>2.356.692</u>	<u>67.55</u>	3.539.930

	FY 2013	FY 2013	MTD % of	FY 2013	YTD % of	YTD
ENTERPRISE FUND (FUND 50)	<u>Budget</u>	MTD	<u>Budget</u>	YTD	Budget	Projections
Water Department						
Operations	890,600	59,064	7	802,641	90	881,900
Debt Service	0	. 0	0	Ó	0	0
CIP	<u>572,000</u>	109,717	<u>19</u>	160,268	<u>28</u>	572,000
Water Department - TOTAL:	<u>1,462,600</u>	<u>168,780</u>	<u>19</u> <u>12</u>	962,910	<u>66</u>	1,453,900
Wastewater Department						
Operations	1,143,700	92,408	8	1,040,384	91	1,173,730
Debt Service	0	0	0	0	0	0
CIP	<u>882,300</u>	<u>75,082</u>	<u>9</u> <u>8</u>	<u>239,071</u>	<u>27</u>	<u>912,300</u>
Wastewater Department - TOTAL:	2,026,000	167,490	<u>8</u>	1,279,455	<u>27</u> <u>63</u>	<u>2,086,030</u>
ENTERPRISE FUND TOTAL						
Operations	2,034,300	151,472	7	1,843,025	91	2,055,630
Debt Service	o	0	0	0	0	0
CIP	<u>1,454,300</u>	<u>184,798</u>	<u>13</u>	<u>399,339</u>	<u>27</u>	<u>1,484,300</u>
ENTERPRISE FUND - GRAND TOTAL:	3,488,600	336,270	<u>10</u>	2,242,365	<u>64</u>	3,539,930

Town of Altavista Water Department FY 2013 Expenditure Report 100% of Year Lapsed

WATER DEPARTMENT - FUND 50 (INCLUDES 1% Salary Range Adjustment & 1% COLA)	FY 2013 Budget	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	520,800	35,711	7	467,466	90	496,600
Other Employee Benefits	- 1					
Services	43,800	6,553	15	37,951	87	43,800
Other Charges	164,500	10,499	6	138,857	84	164,500
Materials & Supplies	161,500	6,300	4	158,367	98	177,000
Debt Service	0	0	0	О	0	0
Capital Outlay	572,000	109,717	19	160,268	28	572,000
Total Expenditures	1,462,600	168,780	12	962,910	66	1,453,900

Town of Altavista Wastewater Department FY 2013 Expenditure Report 100% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50 (INCLUDES 1% Salary Range Adjustment & 1% COLA Adjustment)	FY 2013	FY 2013	MTD % of	FY 2013	YTD % of	YTD
	Budget	<u>MTD</u>	Budget	<u>YTD</u>	Budget	<u>Projections</u>
Wages & Benefits Other Employee Benefits	635,200	48,085	8	599,969	94	637,300
Services Other Charges Materials & Supplies Debt Service Capital Outlay	30,200	5,867	19	23,398	77	57,730
	311,300	28,115	9	278,519	89	311,700
	167,000	10,341	6	138,498	83	167,000
	0	0	0	0	0	0
	882,300	75,082	9	239,071	27	912,300
Total Expenditures	2,026,000	167,490	8	1,279,455	63	2,086,030

Town of Altavista Fund Expenditure Totals FY 2013 100% of Year Lapsed

State/Hwy Reimbursement Fund (Fund 20)	FY 2013 <u>Budget</u>	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Operations CIP State/Hwy Water Department - TOTAL:	420,000 <u>150,000</u> <u>570,000</u>	19,802 <u>0</u> 19,802	<u>o</u>	355,013 <u>-338</u> 354,675	85 <u>0</u> <u>62</u>	522,700 <u>150,000</u> <u>672,700</u>
Cemetery Fund - Fund 90	FY 2013 Budget	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Operations						
Cemetery - Operations - Total:	30,700	1,535	5	30,537	99	30,880
Transfer Out - Cemetery Reserve	<u>18,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23,320</u>
Cemetery Fund - TOTAL:	<u>49,600</u>	<u>1,535</u>	<u>3</u>	30,537	<u>62</u>	54,200

Town of Altavista FY 2013 State/Highway Fund 100% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2013 Budget	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of Budget	YTD Projections
REVENUE Street & Highway Maintenance Street & Highway Maintenance/Carry Over Street & Highway Maintenance/Cash Discount State/Highway Reimbursement Fund - GRAND TOTAL:	570,000 <u>570,000</u>	146,318 0 6.07 <u>146,324</u>	26 0 0 2 <u>6</u>	585,272 0 24.38 585,297	103 0 0 103	102,700 0
EXPENDITURES Maintenance - Other Maintenance Maintenance - Drainage Maintenance - Pavement Maintenance - Traffic Control Devices Engineering - Repairs & Maintenance Road/Street/Highway - Snow & Ice Removal Road/Street/Highway - Other Traffice Services General Admin. & Misc Miscellaneous State/Highway Reimb. Fund - Subtotal:	0 26,000 162,200 56,800 10,000 40,000 50,000 75,000	0 2,040 3,499 3,983 0 0 6,729 3,552	0 8 2 7 0 0 13 5	0 13,710 139,957 50,152 0 12,092 60,770 78,332	0 53 86 88 0 30 122 104	0 20,000 264,900 56,800 0 40,000 61,000 80,000
Improvements Other Than Buildings - New Engineering - New State/Highway Reimb. Fund - Capital Outaly - Subtotal:	150,000 150,000	0	0	-338 -338	0	150,000 150,000
Transfer Out - General Fund Reserve State/Highway Fund - GRAND TOTAL:	570,000	19,802	5	<u>354,675</u>	<u>62</u>	672,700

Town of Altavista FY 2013 Cemetery Fund 100% of Year Lapsed

Cemetery Fund - Fund 90	FY 2013 Budget	FY 2013 <u>MTD</u>	MTD % of Budget	FY 2013 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
REVENUE						
Permits/Burials	15,000	2,200	15	20,450	136	20,000
Interest/Interest Income	1,600	2,029	127	7,254	453	7,200
Miscellaneous/Sale of Real Estate	8,000	0	0	1,800	23	2,000
Miscellaneous/Misc.	0	0	0	0	0	0
Transfer In From General Fund	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>49,600</u>	<u>4,229</u>	142	29,504	<u>612</u>	<u>54,200</u>
EXPENDITURES Salaries and Wages/Regular	9,500	906	10	9,696	102	0.700
Salaries and Wages/Overtime	500	262	52	1,491	298	9,700
Benefits/FICA	800	202 84	10	803	100	1,500 810
Benefits/VRS	1,100	107	10	1,108	101	1,090
Benefits/Medical	1,100	165	15	1,312	119	1,350
Benefits/Group Life	200	12	6	119	60	200
Other Charges/Misc. Reimb.	250	0	0	225	0	230
Materials/Supplies & Repairs/Maint.	17,500	o	0	15,783	90	16,000
Transfer Out/To Cemetery Reserve	<u>18,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23,320</u>
Cemetery Fund - GRAND TOTAL:	49,600	<u>1,535</u>	<u>3</u>	30,537	<u>62</u>	54,200

Town of Altavista \$ 10,670,367.50 Grand Total of all Investments and Deposits Balance as of June 30, 2013 Non-Specific **Green Hill Cemetery** 491,964.68 General Fund Reserves 3,026,812.76 Capital Improvement Program Reserves Altavista EDA Funding 277,455.22 * VDOT TEA 21 Enhancement Match 309,000.00 586,455.22 **Enterprise Fund Reserves** Capital Improvement Program Reserves 183,516.08 PCB Remediation 626,288.83 Community Improvement Reserve 0.00 Police Federal 346.14 Police State 8,607.12 **Train Station** Public Funds Money Market Accounts 5.377.476.60 Operating Checking Account (Reconciled Balance) 366,634,91 2,082,562.06 **DESIGNATED FUNDS** 8,587,805.44 Reserve Policy Funds (This figure will change w/audit) -6,016,244.00 **UNDESIGNATED FUNDS** 2,571,561.44 NOTES: Earmarked CIP Reserve Back hoe - FY 2013 completed Trash Truck - FY 2015 -184,000.00 FY12 Carryover Needs General Enterprise -178,430.00 Total Policy \$ 4,647,336 1,368,908 6,016,244 FY13 GF Projected Transfer out of Reserves to fund CIP -224,100.00 FY13 EF Projected Transfer out of Reserves to fund CIP -344,480.00 FY 13 Estimated Needs/Rev transf from Operating Acct to MM Account -1,275,000.00 **UNDESIGNATED RESERVE FUND BALANCE** 365,551.44

FY 2013 CAPITAL IMPROVEMENTS SUMMARY as of June 30, 2013

	ACCOUNT NUMBER		<u>Original</u>	Π	Amended		<u>Final</u>		Actual
			<u>Budget</u>		<u>Budget</u>		<u>Budget</u>		<u>YTD</u>
<u>Administration</u>									
Install wireless access at Town Hall	010-1101-401.81-04	\$	16,000.00			\$	16,000.00	\$	15,303.38
DEPT. TOTAL		\$	16,000.00			\$	16,000.00	\$	15,303.38
Non-Departmental									
VDOT TEA 21 Matching Grant	010-9103-803.81-30	\$	1,023,500.00			\$	1,023,500.00	\$	80,378.71
VDOT LAD Five die e	040 0400 004 04 00	Φ.	070 000 00			Φ	070 000 00	Φ.	440.054.04
VDOT LAP Funding	010-9103-804.81-30	\$	970,000.00			\$	970,000.00	\$	140,954.94
Painting fence at Avoca	010-9105-801.81-30	\$	7,500.00			\$	7,500.00	\$	4,450.00
DEPT. TOTAL		\$	2,001,000.00	\$	-	\$	2,001,000.00	\$	225,783.65
Police									
Vehicle Replacement	010-3101-501.81-02	\$	30,000.00			\$	30,000.00	\$	28,651.55
Machinery & Equipment Replacement	010-3101-501.81-06	\$	14,050.00			\$	14,050.00	\$	5,664.50
Firearms, tactical vests, patrol vests								Ļ	
DEPT. TOTAL		\$	44,050.00	<u> </u>		\$	44,050.00	\$	34,316.05
Public Works									
Replace Case Backhoe	010-4101-601.81-02	\$	81,000.00			\$	81,000.00	\$	81,325.00
Storm water improvements (Downtown)	010-4101-601.81-36	\$	14,400.00			\$	14,400.00	\$	8,479.30
Communication Repeater for PW and TR	010-4101-601.81-06	\$	6,000.00			\$	6,000.00	\$	4,943.44
Final Improvements to Bedford Park	010-4104-602.81-26			\$	17,200.00	\$	17,200.00	\$	20,716.73
BEET		_	101 100 00	_	47.000.00	Φ.	110 000 00		445 404 45
DEPT. TOTAL		\$	101,400.00	\$	17,200.00	\$	118,600.00	\$	115,464.47
Transportation Dept.	040 0404 402 00 00	¢.	20,000,00			¢.	20,000,00	rt.	24.757.00
Vehicle Lift	010-6101-403.82-06	\$	30,000.00			\$	30,000.00	\$	31,757.00
DEPT. TOTAL		\$	30,000.00			\$	30,000.00	\$	31,757.00
DE TITOTAL		Ψ	30,000.00			Ψ	00,000.00	┷	51,101100

FY 2013 CAPITAL IMPROVEMENTS SUMMARY as of June 30, 2013

	ACCOUNT NUMBER		<u>Original</u>	<u>Amended</u>		<u>Final</u>		Actual
			Budget	Budget		Budget		YTD
Highway Fund 20								
Improvements Other than building - New	020-4101-608.82-30	\$	150,000.00		\$	150,000.00	\$	-
DEPT. TOTAL		\$	150,000.00	\$ -	\$	150,000.00	\$	-
<u>Water</u>								
replace 2004 pick-up	050-5010-701.81-02	\$	25,000.00		\$	25,000.00	\$	24,975.55
					_		_	
Install new finished water pump @ Reynolds S	050-5010-701.81-06	\$	25,000.00		\$	25,000.00	\$	12,985.00
Replace (2) backwash valves		\$	17,000.00		\$	17,000.00	\$	
Improvement Other Than buidling	050-5010-701.81-30	\$	505,000.00		\$	505,000.00	\$	122,307.48
Project 5 - Downtown Infrastructure - \$256,000	000 0010 101101 00	 	000,000.00		<u> </u>	000,000.00	_	,
Project 6 - Downtown Infrastructure - \$249,000								
DEPT. TOTAL		\$	572,000.00		\$	572,000.00	\$	160,268.03
Wastewater								
Machinery & Equipment / Replacement	050-5110-702.81-06							
Replace Air Compressor Motor		\$	7,500.00		\$	7,500.00	\$	6,857.77
Replace Biochemical Oxygen Demand (BOD) I	ncubator	\$	9,000.00		\$	9,000.00	\$	-
Replace Polymer pumps for press system		\$	11,000.00		\$	11,000.00	\$	-
Replace (2) 100hp blowers		\$	13,000.00		\$	13,000.00	\$	-
Replace feed pump press system		\$	21,000.00		\$	21,000.00	\$	16,681.25
Improvement Other Than buidling	050-5110-702.81-30	\$	777,800.00		\$	777,800.00	\$	191,963.22
Project 5 - Downtown Infrastructure - \$576,800	030-3110-702.01-30	Ψ	777,000.00		Ψ	777,000.00	P	191,903.22
Project 6 - Downtown Infrastructure - \$201,000								
1 Tojout o Bowinowii iiii adii adia o 420 1,000								
Replace 2000 Dodge Van	050-5110-702.82-02	\$	25,000.00		\$	25,000.00	\$	23,569.03
Roof Replacement Blower Building	050-5110-702.81-18	\$	18,000.00		\$	18,000.00		
Roof Replacement Main Lab & Pump Stations				\$ 30,000.00	\$	30,000.00		
DEPT. TOTAL		\$	882,300.00	\$ 30,000.00	\$	912,300.00	\$	239,071.27
CEMETERY (FUND 90)								
None								
GRAND TOTAL		\$	3,796,750.00	\$ 47,200.00	\$	3,843,950.00	\$	821,963.85



Town of Altavista, Virginia Town Council Package

Meeting Date: July 9, 2013 Agenda Item: 8a (i)

FINANCE/HUMAN RESOURCES COMMITTEE REPORT

The Finance/Human Resources Committee met on Tuesday, July 2nd to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

1: New Items

a. Annual Year End Budget Amendments (Action Requested) - Attached is a memorandum from Tobie Shelton, Finance Director, in regard to the Town Council's consideration of year end budget amendments. This process addresses certain line items that require adjustment prior to the audit process. No "new" money is needed, as existing revenue/unspent funds addresses the budget amendments. The Committee reviewed the information and recommends that the budget amendments, as presented, be adopted.

Possible Motion: "I move that the budget amendments be approved as presented."

b. Water Improvements Funding discussion (Action Requested) – Staff updated the Committee on the review of financing for the contemplated water distribution infrastructure improvements. Staff is researching funds through several sources, including low interest monies through the Virginia Resources Authority "Drinking Water Revolving Loan Fund". In addition, the Committee defined the following assumptions: 1) 2% annual increase in Labor/Benefit and Operational & Maintenance Costs; 2) CIP funding be included with \$100,000 serving as a placeholder in years that are not part of the adopted "Five Year Plan"; 3) Model be based on Zero Growth; 4) Projects be implemented over a fourteen (14) year period. Staff will utilize these assumptions and develop additional financing/rate structure options.

Possible Action: A consensus from Council on the use of these assumptions would be satisfactory.

- c. Armory Reuse/Redevelopment Proposal review (No Action Requested) At the May Town Council meeting, the local Masonic Lodge presented a proposal for the reuse of the Altavista Armory. At that time, the Council requested that a RFP be issued to see if there were others that would like to submit proposals. The RFP was issued and no additional proposals were received. Accordingly, the Committee began review of the original Masonic Lodge proposal. At this point, staff and the Chair of the Committee will seek a meeting with members of the Masonic Lodge to further discuss the proposal.
- d. <u>Recreational Funding English Park (No Action Requested)</u> At last month's meeting Council considered a plan for the development of certain features of the

Finance/Human Resources Report to Town Council for July 9, 2013 (continued)

County's portion of English Park. Council concurred with the development plan and Campbell County will proceed with the funding that they have allocated to the park. In addition, Council referred any consideration of Town funding towards the development of the County's portion of English Park to the Finance Committee. The Committee has discussed this issue and has asked staff to bring back additional information for their consideration.

Members Present:

Dalton and Ferguson



TO: Finance Committee

From: Tobie Shelton, Finance Director

RE: Explanations for Budget Amendments, FY 2013

Date: July 2, 2013

The following year end budget amendments are presented for your consideration based on activity for Fiscal Year 2013. Annually, Council is asked to amend budgeted amounts for certain line items that fall outside a variance window. These line items are 10% more than the budget states. This process helps in the analytical review which is the comparison of budget to actual that takes place during the annual audit. This process is not a "true up" of the entire budget; this is handled during the annual audit. Below are detailed explanations for each department explaining the requested adjustments. Adjusting the budgeted amounts for the noted line items will bring these accounts into line and eliminate the variance on the accounting reports.

General Fund

Administration Department

The requested adjustments in the Administration Department have no fiscal impact to the budget. The request is to redistribute funds between the salaries and wages regular and overtime accounts due to additional hours needed in overtime to carry out duties within the department as well as to redistribute funds appropriated for engineering services that were not used and miscellaneous charges to cover the cost associated with furnishing the office for the new position of Economic Development Director.

Police Department

The requested adjustment in the Police Department has no fiscal impact to the budget. The Police Department was awarded the DMV Selective Enforcement Grant which is used to fund the cost associated with highway safety. In FY 2013 these funds were contracted to be used for personnel overtime and equipment and all funds were budgeted in the line item covering overtime. The requested adjustment will redistribute the funds associated with the purchase of the cameras into the proper account.

Public Works Department

The adjustments in the Public Works Department were again to redistribute funding between accounts. Council approved the funding of new lights on Bedford Avenue at the September 11, 2012 Council meeting. As a result, the line item funding the new lights exceeded the budget. Due to no surface treatment taking place in FY 2013, funds appropriated for this were redistributed to cover the cost associated with the new lights therefore no additional funding is needed.

There are two budget amendments requiring the appropriation of funds. The first amendment covers the purchase of a ladder and full body harness to be used by our Public Works Department. These funds were fully reimbursable through the VML Risk Management Safety Grant Program. The second amendment is associated with the improvements to the Bedford Avenue Park. At the end of FY 2012, budget amendments were requested to cover the additional cost associated with the park. Due to the timing of the receipt of the invoices for these costs, payments could not be made in FY 2012. Therefore FY 2012 line item for park improvements was under budget, resulting in FY 2013 being over budget. Funding for this project was from an investment with LGIP. No new money is needed.

Economic Development

The requested adjustments for the Economic Development line items have no fiscal impact to the budget. The Economic Development Department was a new department to the FY 2013 budget. The request is for the redistribution of funds appropriated for miscellaneous expenditures to cover the expenses for travel associated with attending seminars.

Transportation Department

The adjustments in the Transportation Department were again to redistribute funding between accounts. The line item for fuel increased, but overall operating expenditures were lower than budgeted. The budgeted CIP item for vehicle lift came in over budget. There is no increase in cost for the town due to the receipt of state transit funds not included in the FY 2013 budget. These funds were used to offset the additional cost.

Highway Fund

The requested adjustments in the Highway Fund have no fiscal impact to the budget. They are simply to bring the budgeted amounts in line with actual expenditures. The Highway Fund will have a carryover of funds again this year. These funds will be appropriated for the cost of paving Lynch Mill Road as well as for the purchase of a spreader.

Enterprise Fund

Water Department

The adjustments in the Water Department were to redistribute funding between accounts. The line item for distribution relating to materials and supplies for repairs and maintenance increased due to the installation of a fire line for the Altavista Group Home (Horizon Behavioral Health) as well as a series of water line breaks throughout the town. The installation of the fire line for the group home was fully funded by Horizon Behavioral Health.

Wastewater Department

The requested adjustments in the Wastewater Department have no fiscal impact to the budget. The request is to redistribute funds to cover cost associated with overtime due to additional hours needed to carry out duties within the department

Cemetery Fund

The requested adjustment in the Cemetery Fund is to appropriate \$1,700.00 associated with the line items covering wages and benefits. There was an increase in burials during FY 2013 resulting in an increase in personnel hours. The funding for the increase is being covered through the increase in interest income relating to an investment.

I respectfully request your approval to amend the FY 2013 accounts outlined in the attached listing.

TOWN OF ALTAVISTA

YEAR END BUDGET AMENDMENTS

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2013:

Section 1.

To amend the General Fund Expenditures , as follows:

GENERAL FUND Administration			
SALARIES & WAGES / REGULAR		(50.00)	
SALARIES & WAGES / OVERTIME		50.00	
CONTRACTUAL SERVICES / ENGIN & ARCHITECTURAL SVC		(5,000.00)	
OTHER CHARGES / MISCELLANEOUS		5,000.00	
	SUB-TOTAL	0.00	
POLICE DEPARTMENT			
SALARIES AND WAGES / DMV GRANT OVERTIME		(1,950.00)	
OTHER CHARGES / DMV GRANT EQUIP PURCHASE		1,950.00	
omen divinces, sint divint Equit Folicimise	SUB-TOTAL	0.00	
PUBLIC WORKS DEPARTMENT MATERIAL & SUPPLIES / HIGHWAY, STREET & SIDEWALK		(8,790.00)	
MATERIALS & SUPPLIES / STORM DRAINAGE		(1,000.00)	
MATERIALS & SUPPLIES / UNIFORMS		(2,000.00)	
MATERIALS & SUPPLIES / FUELS & LUBRICANTS		3,000.00	
CONTRACTUAL SERVICES / R & M ELECTRONICS		1,800.00	
OTHER CHARGES / SUBSISTANCE & LODGING		120.00	
OTHER CHARGES / CONVENTIONS & EDUCATIONS		170.00	
MATERIAL & SUPPLIES / STREET LT OPERATING SUPPLIES		4,300.00	
CONTRACTUAL SERVICES / LANDSCAPING CONTRACTS		600.00	
OTHER CHARGES / ELECTRICAL SERVICES		1,500.00	
OTHER CHARGES / MISCELLANEOUS REIMBURSEMENT		300.00	
	SUB-TOTAL	0.00	
MATERIALS & SUPPLIES / SMALL TOOLS		1,381.00	
MISCELLANEOUS REVENUE			1,381.00
CAPITAL OUTLAY - REPLACE / PARKS		3,500.00	
RENTAL OF GENERAL PROPERTY / PAVILION RENTAL			3,500.00
ECONOMIC DEVELOPMENT			
OTHER CHARGES / MISCELLANEOUS		(8,300.00)	
OTHER CHARGES / SUBSISTANCE & LODGING		5,000.00	
OTHER CHARGES / CONVENTIONS & EDUCATIONS		3,000.00	
OTHER CHARGES / DUES & ASSOC MEMBERSHIPS	_	300.00	
	SUB-TOTAL	0.00	
	_		

TRANSPORTATION DEPARTMENT			
CONTRACTUAL SERVICES / ADVERTISING		(1,400.00)	
CONTRACTUAL SERVICES / PHYSICALS		(500.00)	
MATERIALS & SUPPLIES / OTHER OPERATING SUPPLIES		(200.00)	
MATERIALS & SUPPLIES / SUPPLIES		(350.00)	
MATERIALS & SUPPLIES / FUELS & LUBRICANTS		1,750.00	
MATERIALS & SUPPLIES / VEHICLE & EQUIP R & M		700.00	
WATERIALD & SOFT ELST VEHICLE & EQUIT R & W	SUB-TOTAL	0.00	
	30B-101AL	0.00	
CAPITAL OUTLAY - NEW / MACHINERY & EQUIPMENT		1,800.00	
STATE TRANSIT REVENUE			1,800.00
HIGHWAY FUND			
MATERIALS & SUPPLIES / OTHER TRAFFIC SVCS ROADSIDE		11,000.00	
OTHER CHARGES / MISCELLANEOUS		5,000.00	
MATERIALS & SUPPLIES / ENGINEERING R & M		(10,000.00)	
MATERIALS & SUPPLIES / STORM DRAINAGE		· ·	
WATERIALS & SOFFELLS / STORING DRAINAGE	SUB-TOTAL	(6,000.00)	
	30B-101AL	0.00	
ENTERPRISE FUND			
WATER DEPARTMENT			
BENEFITS / FICA		(150.00)	
SALARIES & WAGES / OVERTIME		150.00	
MATERIALS & SUPPLIES / VEHICLE & EQUIP R & M		8,500.00	
MATERIALS & SUPPLIES / OTHER OPERATING SUPPLIES		(8,500.00)	
CONTRACTUAL SERVICES / WATER PURCHASES - CC		650.00	
CONTRACTUAL SERVICES / R & M GROUNDS,BLDGS, RDS		(650.00)	
OTHER CHARGES / SAMPLE TESTING		2,000.00	
OTHER CHARGES / SUBSISTANCE & LODGING		(1,000.00)	
OTHER CHARGES / MISCELLANEOUS		(500.00)	
OTHER CHARGES / REFUNDS		(500.00)	
	SUB-TOTAL	0.00	
MATERIALS & SUPPLIES / VEHICLE & EQUIP R & M		15 500 00	
MISCELLANEOUS REVENUE	8	15,500.00	15,500.00
			13,000.00
WASTEWATER DEPARTMENT			
BENEFITS / FICA		(50.00)	
SALARIES & WAGES / OVERTIME		50.00	
BENEFITS / FICA		(700.00)	
CALABIEC Q MAACEC / OMEDTINAE		700.00	
SALARIES & WAGES / OVERTIME		700.00	

CEMETERY FUND

SALARIES & WAGES / REGULAR	200.00	
SALARIES & WAGES / OVERTIME	1,000.00	
BENEFITS / FICA	10.00	
BENEFITS / VRS	10.00	
BENEFITS / MEDICAL	250.00	
OTHER CHARGES / REIMBURSEMENT	230.00	
INTEREST / INTEREST INCOME		1,700.00

Summary

The following year end budget amendments are presented for your consideration based on activity for Fiscal Year 2013. Adjusting the budgeted amount for the noted line items will bring these accounts into line and eliminate the variance on the accounting reports. I respectfully request your approval to ammend the accounts outlined above.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of July, 2013



Town of Altavista, Virginia Town Council Package

Meeting Date: July 9, 2013

The Public Works/Utility Committee met on Thursday, June 27th to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

(NO ACTION REQUIRED ON ANY OF THESE ITEMS)

I: New Items (No Action Requested)

- a. Mausoleum area Staff was asked to look at alternatives to screening from public view the storage/lay down area behind the mausoleum. (Photo attached)
- b. English Park paving Staff was asked to look at alternatives regarding paving versus the slated patching of the English Park loop trail area.
- c. Bulk pickups Staff was asked to look at the Town's policy regarding bulk pickups in certain circumstances.

II: On-going Items (No Action Requested)

- a. Colonel Club sign placement request Staff will continue to work with Colonel Club representatives to address this request.
- b. WWTP Emergency Overflow Pond (PCB Issue) Staff is handling a new firm's request for the ability to take a sample from the pond that will be considered by the committee.
- c. Lynch Mill Road paving Staff is finalizing the negotiations on the bid for the Lynch Mill Road paving. If a bid is ready, we will address this under the New Business section of the agenda.

VIEW of Maosoluem from Westwood Drive







Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #:

8bi

Meeting Date: July 9, 2013

Agenda Placement: Standing Committee/Commission/Board Reports

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Chamber of Commerce "Uncle Billy's Day" report

Presenter(s): Patty Eller, Chamber President

SUBJECT HIGHLIGHTS

Patty Eller, President of the Altavista Area Chamber of Commerce will deliver a report on the recent Uncle Billy's Day activities.

If available, staff will deliver a written report to Council detailing town expenses associated with Uncle Billy's Day.

Staff recommendation, if applicable:

None

Action(s) requested or suggested motion(s):

None

Staff Review Record_____

Are there exhibits for this agenda item? Yes

List them in order they appear in the packet: Letter from Chamber (Patty Eller)

Finance Director Initials and comments, if applicable:

Town Manager initials and/or comments: JWC



July 2, 2013

Town Council of Altavista:

On behalf of the Altavista Area Chamber of Commerce, I thank you for all the support you gave the Chamber which enabled us to have a successful 64th Uncle Billy's Day Festival. The town employees were exemplary in every way, from the staff to the town crews who worked so hard to make the grounds beautiful and also supported us during the festival.

This year, we had an all-time high of over 100 vendors. Twelve non-profit organizations participated for the promotion of their organization. The Band Boosters greatly profited by the festival as the Trade Lot was completely filled this year. Our efforts also afforded Staunton River Women's Club, Altavista on Tract, Hurt Fire Department and a High School team the opportunity to have a fundraiser during the festival.

This year's festival brought in a record crowd and I would estimate 25,000 during the two day period. We have expanded our marketing and advertising efforts which seem to be working quite well. Our vendors come from Florida to Pennsylvania and in between. They filled the hotels. We are no longer just regional. We list the festival on various websites including the state of Virginia's. Each year we tweak our advertising and this year's addition was TV ads and two live radio remotes.

We are appreciative of the bus service as it helped people to and from the festival as the parking lots near the festival quickly filled. Fortunately, I do not think the roads were a big problem and it may have actually controlled the traffic better.

The Chamber greatly values the partnership with the Town of Altavista and without your support financially and physically, we would not be able to bring a festival of this magnitude to Altavista. We look forward to the continued partnership and will soon start planning for Uncle Billy's Day Festival 2014.

Best Regards,

Patty W. Piler President



Town of AltavistaTown Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #:

10a

Meeting Date: July 9, 2013

Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: School/Town mutual benefit resolution

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

At a previous Town Council meeting, staff was directed to provide a draft of a resolution regarding the mutual benefit between the local school and the community. Staff anticipates having a draft ready prior to the meeting.

Staff recommendation, if applicable:

Provide staff input and feedback.

Action(s) requested or suggested motion(s):

Per discussion.

Are there exhibits for this agenda item? No

List them in order they appear in the packet:

Finance Director Initials and comments, if applicable:

Town Manager initials and/or comments: JWC



Agenda Item: 11a Attachment: 6a

PROJECT UPDATE - For Month of June 2013

<u>VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue</u> <u>Intersection Project</u>

- The projected completion date of the Intersection portion of the project (VDOT LAP) was recently projected as Tuesday, July 9th, however recent weather will likely push that back a week.
- Dan Witt, Assistant Town Manager, will provide an update at the meeting.

Water Distribution Infrastructure Improvements Projects

• Staff is in the process of seeking proposals from several of our engineering firms for the design work associated with Project 1A (Bedford Avenue project).

Departmental Reports

(Listed in the order they appear)

Administration

Business License

Community Development

Economic Development

Police Department

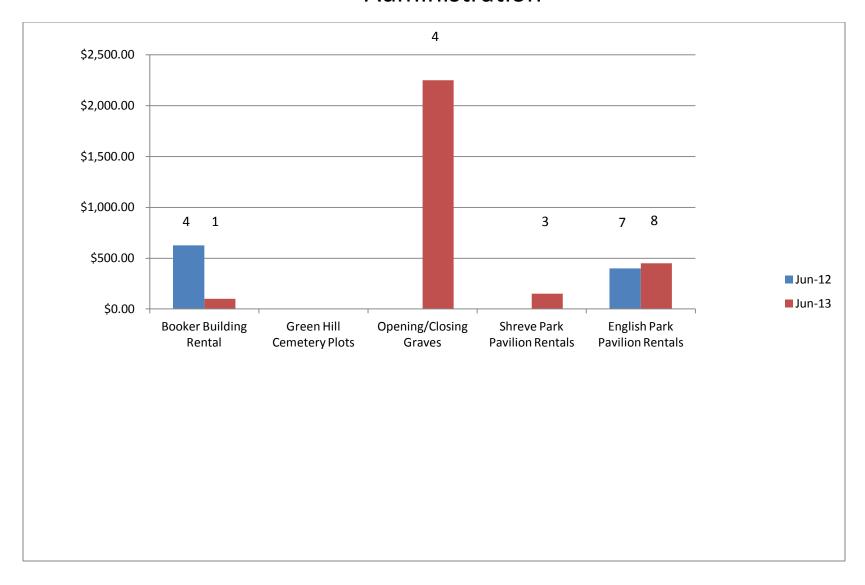
Public Works Report

Transit Report

Waste Water Dept Report

Water Dept Report

~ Administration ~



Town of Altavista

Monthly Business Activity Report

June 28, 2013

OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Federal Id or SSN	Open Date
Kelly Gee	161 Commonwealth Court Winchester VA 22602	Executive Protection Services LLC	Contractor		6/25/2013
William Hunt	1029 Main St Altavista	Xquisite Hair Salon	Personal Serv		6/28/2013

CLOSED

		Personal			
Mailing Address & Physical			Property Account		
	Address		#	Federal Id or	Close
Applicant Name	(if different)	Trade Name	(if known)	SSN	Date

Monthly Report to Council

Date: July 9, 2013

To: Town Council

From: Dan Witt, Assistant Town Manager

Re: June 2013 Activity

1. **Zoning/Code Related Matters:**

4-Jun (023A-13	Kenneth Sterne, Lynchburg VA	12'x11' addition/renovation 1420 Broad St.	
10-Jun (024-13	William & Nicole Hunt, Lynchburg VA	Xquisite Hair Salon, 1029 Main St.	
17-Jun (025-13	Commercial Millwork & Installation, Newport, TN	Renovations- Hardees, 1022 Main St.	
18-Jun (025A-13	Kurtz Builders, Inc, Concord VA	New Retaining Wall 2139 Laurel Lane	
24-Jun (026-13	Dynis, LLC, Richmond VA	Fiber optic installation 1618 Melinda Dr.	
28-Jun (028-13	Larry Eades 800 Main Street Altavista	Screen in 12x15' Deck at 608 Riverview Dr.	

- Update on violation sent to owners of 1722 Eudora Lane because of illegal fence in front yard- fence has been relocated to side and rear yard.
- Staff had the Masonic Lodge #265, 1303 Franklin Avenue mowed and billed \$110.

2. Site Plans Reviewed and/or Approved:

• Reviewed and approved VEPC proposed changes to Wood Lane.

3. Planning Commission (PC) Related:

- No meeting for July
- Prepared agenda and packets for June 3, 2013meeting

4. **AOT Related**

• Attended Design/ER Committee meeting- May 13th.

5. **ACTS Relate**

- Completed May billing reimbursement request to DRPT for operations
- Validated daily ridership and revenue for bus system- see bus report.
- Provided shuttle service for Uncle Billy's Day- 446 riders June 1st shuttle.
- Completed online May monthly reporting to DRPT
- Staffed Transportation Development Plan TDP meeting on June 24. Planned for upcoming rider surveys, public meeting and reviewed 1st 2 chapters of the Plan.
- Quarterly ride along observations with 2 drivers.
- Teleconference CTAV Board meeting.

6. Projects and Administrative Related:

- Updated GIC
- Town Council reports for July and attended May TC meeting
- Certified May monthly bank statements
- Attended June Project 5&6 update meeting and worked with staff, engineer and contractor administering this project. Drafted memo to Town Manager with project update and recommendation. Project management for intersection.
- Attended Campbell County Economic Development Luncheon on June 6th and Assistants' Luncheon on June 29th.
- Sold two surplus vehicles on Public Surplus (1 backhoe-\$17,600) and Govdeals (1 Van-\$2,000).
- Coordinated annual inspections of fire and safety equipment.
- Attended Regional Technical Transportation Committee meeting in Lynchburg.

•

MEMO

To: Mayor Mattox & Members of Town Council

Fr: Megan A. Lucas, Economic Development Dir.

Date: July 2013

Re: Activity Report encompassing June 2013

Below are my activities relating to the AEDA's six components for the first year action plan.

1. <u>Capacity Building</u> – Establish a full-time economic developer position, in January, 2012. Status: complete

2. <u>Networking</u> – The economic development director will build relationships with local (Altavista Area Chamber of Commerce, Altavista On Track, Virginia Technical Institute, etc.), regional (Region 2000, utilities, CVCC, CAER, etc.), and statewide (Virginia Economic Development Partnerships, Tobacco Commission, etc.) organizations that will assist and support Altavista economic development with different resources **Status: Active**

Attended IEDC Technology led Economic Dev. Course
Meeting with Staff from Sen. Warner's Office
Meeting with VRA
Town Council Meeting
Meeting with Tim Stuller, VEDP Life Sciences
AOT ER Committee Mtg.
Record "It's Your Business"
GIS Websites Demonstration
Lunch with Jeremy Satterfield MBC
Incentives Workshop

Attended IEDC Spring Conference
Meeting with DEQ
Meeting with VA Tobacco Commission
Meeting with Mary Rae Carter, Dep. Sec. Commerce
Meeting with Todd Hall
EDA Meeting
Attended Linda Rodriquez Retirement Reception
Armory Meeting re. Senior Village
Meeting with Mike Davidson, Campbell Co

- Existing Business Retention and Expansion An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs in the first year. Status: Active
- Develop Products

 —Procure by purchase and/or option one or more 20+ acre sites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and/or new businesses). Broaden local incentives.
 Status: Active, working on a land inventory and evaluation
- 5. <u>Marketing</u> Develop the following plan fundamentals in the first year: (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing businesses to identify prospects; and (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County. Status: Active
 - Recorded "It's Your Business" monthly radio show on AM1000: The radio show is going from monthly to weekly in an
 effort to get a bit more traction, so be sure to tune in every Saturday morning at 9:00 AM at least throughout the
 summer. Guests in June: Keith Harkens VTI, Jeremy Satterfield Mid Atlantic Broadband, Stan Goldsmith –
 Campbell County Board of Supervisors, Romanda Davis First National Bank
 - Preparing web and brand RFP
- 6. <u>Encourage Entrepreneurism</u> Pursue agreements with Virginia Technical Institute for use of vacant space and with Chamber of Commerce and the Business Development Center for technical support to aid new or early stage small businesses with growth potential.
 Status: active







MONTHLY POLICE REPORT SYNOPSIS

MONTH OF JUNE, 2013

CRIME STATISTICS - June 1, 2013 thru June 30, 2013

Crimes Against Persons

For the Month of June, the Town of Altavista Community experienced 4 incidents or a 33.33% increase of Crimes Against Persons compared to 3 incidents or from last year during the same time duration.

- 1 Aggravated Assault
- 3 Simple Assault

Property Crimes

For the Month of June, the Town of Altavista Community experienced 9 incidents or a 25.00% decrease of Property Crimes compared to 12 incidents last year during the same time duration.

- 1 Burglary/ Breaking & Entering
- 2 Destruction/ Damage/ Vandalism of Property
- 1 Shoplifting
- 2 Theft from Building
- 2 Theft from Motor Vehicle
- 1 All Other Larceny

Quality of Life Crimes

For the Month of June, the Town of Altavista Community experienced 8 incidents or a 0.00% change of Quality of Life Crimes compared to 8 incidents during the same time duration.

- 1 Weapon Law Violations
- 1 Trespass of Real Property
- 6 All Other Offenses

CRIME STATISTICS - January 1, 2013 thru June 30, 2013 Y.T.D.

Year to date, the Town of Altavista experienced 28 incidents or a 3.70% increase of Crimes Against Persons compared to 27 incidents last year during the same time duration.

- 2 Robbery
- 1 Forcible Fondling
- 3 Aggravated Assault
- 22 Simple Assault







Year to date, the Town of Altavista experienced 35 incidents or a 7.89% decrease of Property Crimes compared to 38 incidents last year during the same time duration.

- 2 Burglary/ Breaking & Entering
- 1 Motor Vehicle Theft
- 2 Embezzlement
- 3 Destruction/ Damage/ Vandalism of Property
- 1 Purse Snatching
- 11 Shoplifting
- 3 Theft From Building
- 5 Theft from Motor Vehicle
- 7 All Other Larceny

Year to date, the Town of Altavista experienced 68 incidents or a 1.45 % decrease of Quality of Life Crimes compared to 69 incidents last year during the same time duration.

- 1 Weapon Law Violations
- 12 Drug/ Narcotic Violations
- 2 Driving Under the Influence
- 11 Drunkenness
- 4 Family Offenses, Nonviolent
- 1 Runaway
- 2 Trespass of Real Property
- 35 All Other Offenses

Major Crimes Statistics (Combining Crimes Against Persons & Property Crimes = Major Crimes)

For the Month of June, the Town of Altavista Community experienced 13 incidents or a 13.33% decrease in Major Crimes compared to 15 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 74 incidents or a 4.23% increase in Major Crimes compared to 71 incidents last year during the same time duration.

The above statistics depict "Simple Assaults" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of June.

CALLS FOR SERVICE - June 1, 2013 thru June 30, 2013

The Altavista Police Department was dispatched to 332 Calls for Service or a 7.3 % decrease compared to 358 C.F.S. last year during the same time duration.

<u>CALLS FOR SERVICE</u> - January 1, 2013 thru June 30, 2013- Y.T.D.

The Altavista Police Department was dispatched to 1879 Calls for Service or a 0.7 % increase compared to 1865 C.F.S. last year during the same time duration.







CRIMINAL ARRESTS EXECUTED - June 1, 2013 thru June 30, 2013

The A.P.D. executed 18 criminal arrests or a 100.0% increase compared to 9 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED - January 1, 2013 thru June 30, 2013- Y.T.D.

The A.P.D. executed 93 criminal arrests or a 20.8% increase compared to 77 criminal arrests last year during the same duration.

TRAFFIC CITATIONS ISSUED - June 1, 2013 thru June 30, 2013

The A.P.D. issued 38 traffic summons or a 0.0% change compared to 38 traffic summons issued last year during the same time duration.

TRAFFIC CITATIONS ISSUED - January 1, 2013 thru June 30, 2013 Y.T.D.

The A.P.D. issued 222 traffic summons or a 24.7% increase compared to 178 traffic summons issued last year during the same time duration.

OFFICER OF THE MONTH – June, 2013

The Altavista Police Department has selected Officer J.T. Goggins as the Officer of the Month for the month of June 2013. During the month, Officer Goggins led the department in the number of arrests made and traffic summonses issued for violations of the law. He also led the department in the number of citizen and merchant contacts showing his dedication to community oriented policing. Goggins works very diligently to clear criminal investigations assigned to him and maintains a high case clearance rate. He consistently maintains and presents a positive attitude both toward his duties as a Police Officer, and the citizenry of the Town of Altavista. Officer Goggins is an outstanding member of the department and community.

PERSONNEL TRAINING

One hundred seventy-two (172) hours of training were afforded to police personnel during the month of June, 2013. Blocks of instruction pertained to the following training subjects: Basic Law Enforcement Academy, Canine Training, Case Law, Field Training, Forensic Training, General Inhouse Training, Instruction Recertification, Motor Carrier Training, Policy and Procedure Training, and Safety Video Training.

WHAT'S NEW

The Police Department successfully conducted an administrative review of the September 2012 officer involved shooting. There were three (3) separate law enforcement agencies (Campbell County Sheriff's Office, Pittsylvania County Sheriff's Office, and Altavista Police Department) that reviewed the case to ensure that the police department's policies and procedures were followed during the incident. The administrative board cleared Sergeant Rigney for duty on 2 July 2013. A written report will be submitted by the review board by 8 July 2013.





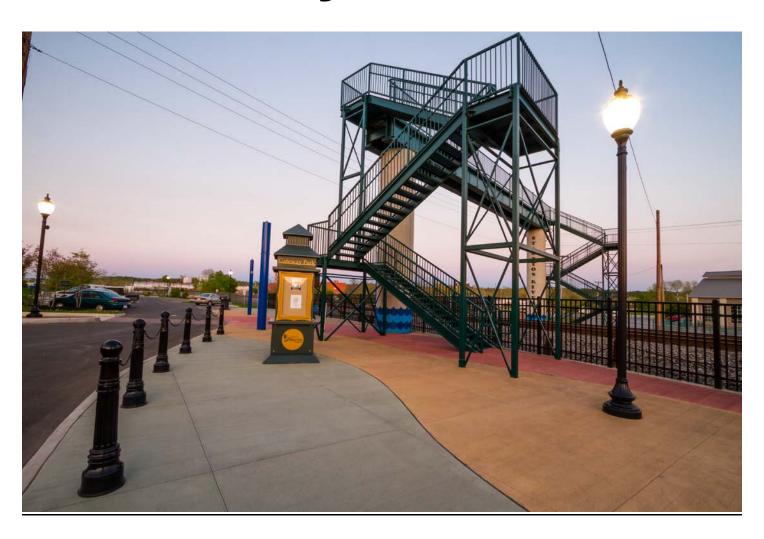


The Police Department is currently conducting a hiring process for the position of police officer which includes a written test, physical agility test, oral review board, and background investigation. The background investigation will include, but not be limited to, a criminal history and DMV records check, credit check, past employment history review, psychological evaluation, physical evaluation for duty, and drug screen.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

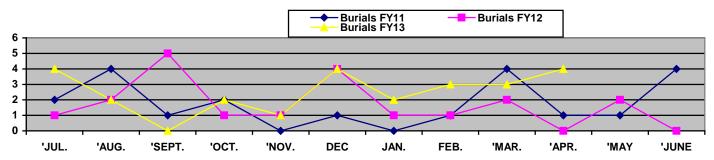
PUBLIC WORKS MONTHLY REPORT

For: June 2013



CEMETERY

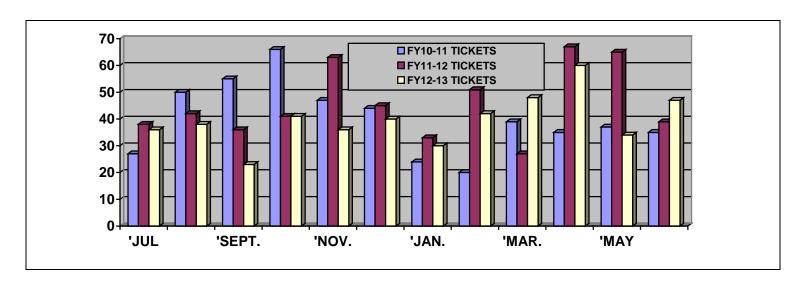
* BURIALS: 4



Buildings & Grounds

Maintenance

- **❖** PARKS:
- ❖ MISS UTILITY TICKETS (47)



REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 78.52 tons.
- ❖ Total brush stops for the month. (105) Stops
- ❖ Total brush loads for the month. (41) Loads
- ❖ Total special pickup tonnage for the month 19.89 tons. (136) Stops
- ❖ Total weekend truck tonnage for the month 1.46 tons. (3) Trucks

SEWER & WATER

- ❖ Sewer (Clean): Page 9 (1,495'/7 Manholes)
- ❖ Sewer (Root Cutting): Page 9 (250')
- Sewer (Blockage): 800 7th St.
- Sewer Maintenance: 1143 9th St. (Dye Tested), 607 Riverview Dr., 16th St., 806 12th St.

Total Linear Footage (Clean): 1,495'/ 7 Manholes Total Linear Footage (Root Cutting): 250'/ 0 Manholes

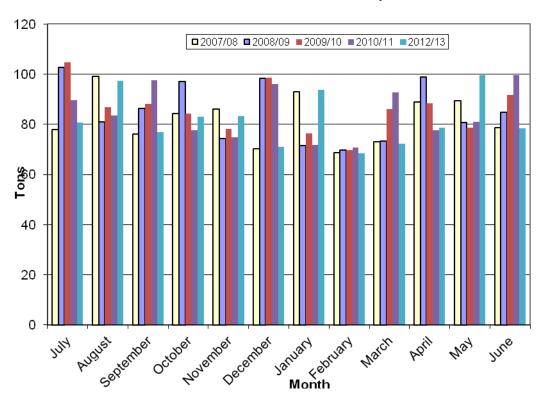
Emergency Overflow Pond - PCB Remediation 18 Reg. Hrs.

- ❖ Water Maintenance: 2129 Laurel Lane, 2107 Shady Lane, Lynch Mill Road
- ❖ Water Main (Leak): Cemetery, Oliver Road, Main St.
- Fire Hydrant Maintenance: Streetscape Project

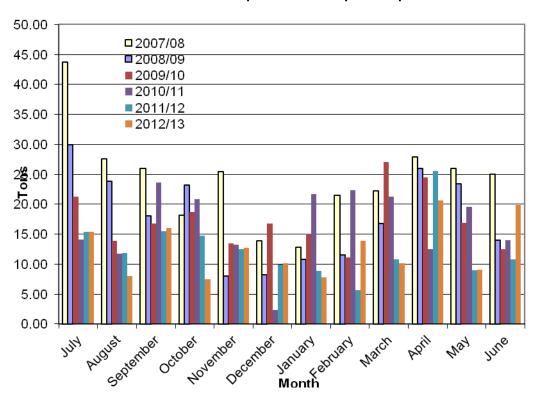
STREET MAINTENANCE

- Weekly Street Sweeping: (76) Streets Miles
- ❖ Bags of Litter: 27 (Highway) / (4) Streets
- ♦ Weed Control: 50 Gals. (Parks), 95 Gals. (B&G), 40 Gals. (Hwy)
- ❖ Asphalt Tonnage: 2.5 Tons (Hwy)

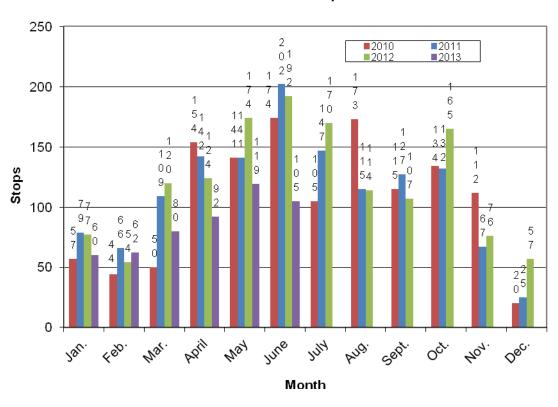
Solid Waste Comparison



Special Pick Up Comparisons



Brush Comparison



Transportation Department Monthly Report- JUNE 2013

<u>July 1, 2012- June 30, 2013</u> ______

			<u>Average Daily</u>			
<u>Month</u>	<u>To</u>	otal # Riders	<u>Riders</u>	Monthly Miles	Mo	nthly Revenue
July	2012	1,850	80	3,713	\$	400.00
August		1,962	79	3,999	\$	400.00
September		1,618	75	3,469	\$	400.00
October		1,176	47	3,984	\$	563.50
November		1,083	47	3,727	\$	510.50
December		979	46	3,490	\$	403.50
January	2013	939	39	3,760	\$	423.50
February		1,015	46	3,535	\$	458.00
March		968	41	3,756	\$	423.50
April		1,152	48	3,877	\$	558.50
May		1,362	56	3,950	\$	535.00
<u>June</u>	_	<u>2,272</u>	<u>97</u> _	<u>3,739</u>	\$	404.00

<u>Total YTD</u> <u>16,376</u> <u>55</u> <u>44,999</u> <u>\$ 5,480.00</u>

		<u>Percent</u>
Comparison FY2012	Monthly Riders	<u>Change</u>
11-Jul	1,364	37%
11-Aug	1,499	31%
11-Sep	1,255	29%
11-Oct	805	46%
11-Nov	849	28%
11-Dec	1,076	-9%
12-Jan	813	15%
12-Feb	875	16%
12-Mar	983	-2%
12-Apr	872	32%
12-May	1,028	32%
<u>12-Jun</u> _	<u>2,026</u>	<u>12%</u>



ACTS Transit Development Plan TAC Meeting June 24, 2013, 5:00 - 6:30 p.m.

The main objective of this meeting was to review Chapter 1 (Overview) and 2 (Goals, Objectives, and Standards) of the TDP, particularly to confirm the wording/scope of the goals and objectives with the TAC. The TAC also discussed logistics and strategy for the upcoming community meeting.

Meeting Attendees:

Rayetta Webb, TAC Chairwoman Craig Amo, TAC Member Edna Davis, TAC Member Carol Day, TAC Member Dan Witt, Town of Altavista Jill Stober, KFH Group Holly Chase, KFH Group

Review of Chapter 1:

- Growing ridership- ACTS recently had 130 riders in a day, already at 1,700 for month of June.
- KFH to add FTA required drug & alcohol screening to the Safety and Security section. ACTS does random drug & alcohol testing of 25% of its employees each quarter.
- May need to create rider policies in the future- e.g. assistance with grocery bags, gas cans (hazardous).
- Discussion of Rehab Associates/Staunton River Family Physicians- Fire in July 2012, relocated from 527 Pocket Road in Hurt to 201 Ogden Road in Altavista. Moving back this August. ACTS previously approached them- offered a 4 month trial service M-F for \$300, which covers cost of gas; \$5,000 annually.
- Discussion of possible 1 mile deviations for Altavista residents to Hurt (physicians office) for an additional \$.50 per trip. Bus would only do deviations with advance request (policy is 24 hours). Deviations to Hurt would only occur at the end of the route in 10 minute buffer- unlikely to impact schedule.
 - o Benefit of serving Altavista residents; riders have made this request.
 - Need to consider "policies, procedures, and precedents"- Other locations like Lynch Station may want deviation service too. Need to establish ACTS policy if we start the 1 mile deviation to Hurt.
 - Dan & TAC follow-up: Send letter/meet with new Hurt mayor and possible trial period.
 - Currently only 3 to 10 deviation requests/week, mostly to residences.
- Issue of routing vs. deviations along Dearing Ford Road- Suggestion to serve Days Inn as a deviation and to go back down Clarion Road after serving Altavista Commons, instead of the current routing that does a loop on Dearing Ford Road.
 - The bus does the current routing in part to avoid the dangerous left turn onto Lynch Mill

^{*}Items below in red are action items for KFH.

^{*}Items below in blue are action items for Dan and TAC members.

- Road from Clarion Rd. There were some near accidents when the bus used to do that route.
- The current route also does serve a few Days Inn employees, and there is potential ridership at English mobile home park and Ross (division of Abbott) if we market more (residents/employees probably don't know about ACTS).
- Amtrak Crescent stop in Altavista- Craig is continuing to pursue this, difficult to find person that
 deals with adding a stop to an existing line. The Town Council passed a resolution in support of
 an Amtrak stop several years ago.
- KFH to contact GLTC about details of their current service into Campbell County, including Rustburg, to identify potential opportunities for connections. GLTC's service may be senior transportation only.
- Possibility of separate/enhanced ACTS website in the future KFH to add in Chapter 1.
- KFH to check with DRPT on useful life criteria, and on advice to purchase third vehicle for new service.

Review of Chapter 2:

- In past surveys, riders have requested 30 minute frequencies.
- Could increase frequency during peak hours, or possibly certain days of the month.
- Doubling frequency would not double costs per hour (~\$30), KFH to work with Dan to estimate
 actual cost for increasing frequency.
 - Note that doubling the frequency probably would not double ridership, in short term at least. Performance may look worse in the short term (as passengers are spread over more service), but frequency should also make service more attractive for new riders.
- KFH to add language in cost effectiveness standard to account for free fares and the impact if the donation were to end.

Community Meeting:

- Tuesday July 23rd, 3:00 to 6:00 p.m., Town Hall foyer
- Provide light refreshments to promote attendance.
- KFH will develop flyer for distribution.
- KFH will draft additional stakeholder list, to review with Dan.
- KFH will meet with drivers to get their input on needs and issues immediately following the meeting.
- Methods to promote the event: Town website, Altavista Journal, flyers on the bus, TV/radio, flyers at local businesses, library, YMCA, etc.
- Stakeholders to invite: PDC, Hurt Town Council, Campbell County Board of Supervisors, Liberty University, Faith Christian Academy, Altavista Ministerial Society, Walmart, Central Virginia Area Agency on Aging, medical centers, CVCC, YMCA.
- KFH to talk with Mark Thomas of the Journal to promote the community meeting.
- TAC members will publicize the meeting to their contacts.

Upcoming:

- Onboard Rider Survey- July 11-13
- On/Off Counts- July 6 and 10
- Community Meeting/Driver Meeting-July 23
- Stakeholder follow-up (for those not attending the community meeting)

 late July, early August
- Draft Chapters 3/4- present to TAC in late August



ALTAVISTA COMMUNITY TRANSIT SYSTEM (ACTS) PUBLIC INPUT OPEN HOUSE

Tuesday July 23, 2013 3:00 PM – 6:00 PM Altavista Town Hall, 510 7th St.



Do you ride the bus? Have you thought about riding the bus? What bus, you ask?

Drop by any time between 3 PM-6 PM on Tuesday, July 23rd to learn about ACTS and share your concerns about the Town's transportation needs. We also want to hear your ideas on how to improve public transportation service in and around Altavista!

We're looking for input from residents, workers, businesses, schools, and other community organizations to guide ACTS' first 6-year Transit Development Plan.

If you have questions, please contact Dan Witt at (434) 369-5001. Light refreshments will be provided.

Come tell us about your transportation needs!

What do you want public transit service in Altavista to look like?

WASTEWATER June 2013 SUMMARY

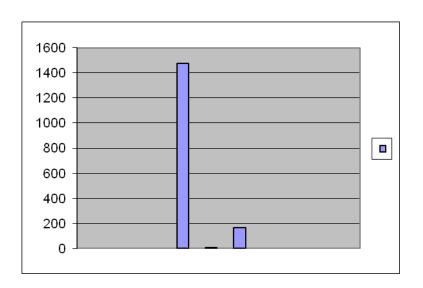
- Dr. Licht with Ecolotree visited EOP to inspect new test pad
- Submitted Bids for completion of Roof Replacement project
- Normal Maintenance to PCB test pads in Pond
- Utility Committee Meeting
- Reissued Industrial Discharge Permits
- Repaired Solids Handling Building Backflow valve
- Conducted Semi-Annual Industrial sampling of all permitted industries
- DCLS conducted Lab Certification Inspection
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 116 wet tons of sludge processed
- Treated 67.42 million gallons of water

June 2013

1474 Man Hours Worked

1 Sick Leave

165 Vacation Hours



Water Department Report June, 2013

Water Production:

Water Plant: **52.3** million gallons of raw water treated.

Water Plant: **38.4** million gallons of finished water delivered. Mcminnis Spring: **7.8** million gallons of finished water treated. Mcminnis Spring: average 259,000 gallons per day and run time hours 15 a day.

Reynolds Spring: **5.6** million gallons of finished water treated. Reynolds Spring: average 187,000 gallons per day and run time hours 11 a day.

Water Purchased:

Campbell County Utility and Service Authority:

Water Sold:

Town of Hurt

Water Plant Averages for June, 2013:

Weekday: 19.0 hrs / day of production

2,039,000 gallons treated / day

Weekends: 11.0hrs / day of production

1,148,000 gallons treated / day

Special Projects:

- Installed new mixed sample pump.
- Water tank inspection on the 24th of June 2013.

Water Plant

- Repaired leak at Reynolds Spring.
- Repaired and reset electrical equipment from storm on 13th of June 2013.
- Painting 1st. floor at Plant.
- CCR report completed and posted.



Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #:

11d

Meeting Date: July 9, 2013

Agenda Placement: Manager's Report

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Informational Items

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Attached (Listed in the order they appear) are the following information items:

- VML Annual Conference and Mayor's Institute Registration Materials
- VDOT correspondence regarding Street Payments (Highway Funds)
- VDH correspondence regarding mandate impacts

NOTE: If a Council member is interested in attending the VML Annual Conference please let the Manager know as soon as possible. Thanks!



OFFICERS

TO: VML Key Officials and Clerks

PRESIDENT

R. Michael Amyx, Executive Director

EDWIN C. DALEY, DPA HOPEWELL CITY MANAGER

SUBJ: 2013 VML Annual Conference Information

FROM:

Virginia Mayors Institute Information

PRESIDENT-ELECT

DAVID P. HELMS

MARION MAYOR

June 18, 2013 DATE:

VICE PRESIDENT

WILLIAM D. EUILLE

ALEXANDRIA MAYOR

IMMEDIATE PAST PRESIDENT

ROSEMARY WILSON

VIRGINIA BEACH COUNCIL MEMBER

EXECUTIVE DIRECTOR

R. MICHAEL AMYX

MAGAZINE

VIRGINIA TOWN & CITY

The 2013 VML Annual Conference will be held October 13-15 in Arlington County at the Marriott Crystal Gateway, which is located at 1657 S. Eads St.

Because of the large size of this Marriott property, all conference delegates will be able to stay in it. There will be no overflow hotels. In addition, there is an incredibly convenient Metro subway stop connected to the hotel that attendees can access without walking outside. An assortment of restaurants, shopping and tourist attractions are all within a short walk or cab ride. The easy-to-navigate Metro system can speed visitors to attractions throughout the region.

Conference Registration. Only persons registered for the annual conference will be able to make reservations from the blocks of rooms reserved for VML. The enclosed conference registration form may be faxed or mailed to VML, P.O. Box 12164, Richmond, VA 23241; fax 804.343.3758. Checks for the registration fee should be made payable to VML. Purchase order numbers may be sent to indicate that payment is forthcoming. Credit cards for conference registration are not accepted. The deadline for registration refunds is September 13, 2013. For information, call the league at 804.649.8471.

Hotel Reservations. The enclosed hotel reservation form has complete information on the reservation process. Hotel rooms in the VML block are only available to persons registered for the VML Annual Conference; your hotel reservation will not be made until VML has received your conference registration. Please note that hotel reservation forms should be sent by fax, mail or e-mail to VML Housing Bureau, P. O. Box 241, Washington, VA 22747, phone: 540.675.3118, fax: 540.675.3176; e-mail VML@brmg.com. The deadline for reservations is September 20.

P.O. Box 12164 RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET RICHMOND, VIRGINIA 23219

> 804/649-8471 Fax 804/343-3758 e-mail@vml.org www.vml.org

As you learn that any rooms you have booked are not needed, please go ahead and cancel them in order that the rooms can be resold and that as many people as possible get into the conference hotel. In past years, we have had a high cancellation rate for hotel rooms at the very last minute -- the Thursday and Friday before the conference, and even the Sunday the conference starts. This has meant that the main conference hotel often ends up with empty rooms.

Host Night. Arlington County will stage an exciting Host County Night event at Artisphere, a vibrant arts center in Rosslyn where the county's extraordinary assortment of cuisine and culture will be on full display. Bus transportation will be provided from the Marriott.

Conference Program. This year's conference will feature an assortment of educational programs relevant to many of the issues confronting local elected officials across the state. U.S. Sen. Mark Warner, recently appointed to chair the Senate Subcommittee on Surface Transportation and Merchant Marine Infrastructure, Safety and Security, has been invited to address the Monday general session. John Martin, the president of the Southeastern Institute of Research, Inc. and the co-founder of the Boomer Project, will give the keynote address at the Tuesday general session. Some of the other topics on the preliminary agenda range from a review of pressing federal legislative issues playing out at the local government level and emerging trends in land use liability to implementation of the Affordable Care Act and how to become a brew-friendly community. In addition, sessions dealing with housing, social media and FOIA are among a number of others being planned. Tuesday night's closing banquet will feature not only remarks by the league's incoming president and the presentation of awards, but it will also include entertainment by the Capitol Steps, a comedy troupe comprised of congressional staffers who perform original songs laced with political satire.

Mobile Workshop. The conference will offer VML's first-ever mobile workshop, focusing on the connection between development and transportation. There is no better place to see this connection than in Arlington County, and this Monday afternoon outing will allow participants to see those connections with their own eyes.

Virginia Mayors Institute. The Mayors Institute will be held Oct. 12-13 at the Marriott Crystal Gateway. A preliminary agenda and registration form is attached. Be sure to list the right arrival date on your hotel reservation form if you are planning to attend this meeting!



VIRGINIA MUNICIPAL LEAGUE Annual Conference * ARLINGTON *

COOPERATE INNOVATE CHANGE

PRELIMINARY AGENDA

October 13-15, 2013

Marriott Crystal Gateway

1657 South Eads Street, Arlington, VA 22202

All activities take place at the Marriott Crystal Gateway, with the exception of Host Night and the ticketed spouse event on Monday.

Sunday, October 13

9 a.m.

VML Golf Tournament

East Potomac Golf Course at Haines Point

Sponsored by Hurt & Proffitt

Don't miss this oppurtunity to play a great course in our nation's Capitol. East Potomac, part of the National Park System, is across the Potomac River from Crystal City. It has an 18-hole layout and two nine-hole courses that features views of the monuments, harbor, airport and the Potomac River.

1 - 3 p.m.

Executive Committee Meeting

Noon - 6:30 p.m. Registration

1 - 6:30 p.m.

Exhibit Hall

2 - 5 p.m.

Long Bridge Park Tour

Bike or take a van to explore the creative

redevelopment of a brownfield.

3 - 5 p.m.

Legislative Committee Meeting

4 p.m.

Nominations Committee

4:30 - 6:30 p.m.

Opening Reception

in the Exhibit Hall

Monday, October 14

8 a.m. - 4 p.m.

Registration

8 a.m. - 2:45 p.m. Exhibits

8 - 8:45 a.m.

Continental Breakfast, Exhibit Hall

9 - 11:45 a.m.

Opening session

Keynote speakers

Senator Mark Warner (invited)

11:45 a.m. - 1 p.m. NBC-LEO Program and Luncheon

(tickets required)

11:45 a.m. - 1 p.m. Virginia Local Government

Management Association Luncheon

(tickets required)

11:45 - 1 p.m.

Lunch in the Exhibit Hall

1:15 - 2:30 p.m. Concurrent Sessions

Mobile workshop: Smart growth & transportation (preregistration, extra fee required). Tour of Arlington County focused on the link between development and transportation.

Breakout Sessions

Intervention program for substance abuse among teens Land use liabilities - sponsored by VML Insurance Programs Federal issues update

Affordable Care Act

Town track: Cigarette taxation

2:30 - 2:45 p.m.

Refreshment Break

2:40 p.m.

Raffle Drawing in the Exhibit Hall

Please note that Exhibit Hall closes at

2:45 p.m.

2:45-4 p.m.

Concurrent Sessions

Mobile workshop - continued

Breakout sessions

Storm water innovations Social media issues

Encouraging a brew-friendly community

Property code enforcement Transit funding update

6-9 p.m.

Host County Night

An evening at Artisphere -

Sponsored by Arlington County

Enjoy an evening of fine food and drink, as well as performances by two dance companies - Los Quetzales and Bowen McCauley Dance; music for dancing by Laissez Foure; and dessert accompanied by a quartet from the Ibis Chamber Society. Bus transportation will be provided.

Tuesday, October 15

7:45 - 8:45 a.m.

Prayer Breakfast

(tickets required)

8 - 9 a.m.

Continental Breakfast

8 a.m. - Noon

Registration

continues on next page

Tuesday, October 15 continued

9 - 10:30 a.m.

General Session

Keynote Address - Responding to Changing Demographics Speaker - John Martin, Southeastern

Institute of Research

10:30 - 10:45 a.m. Refreshment break

10:45 a.m. - Noon City, Town and Urban Section Elections & Workshops

The annual meetings of the City, Urban and Town Sections include the election of the chair and vice chair of each section and a workshop. The chair of each section sits on the VML Executive Committee.

City Section: Housing issues

Town Section: How towns can take a leadership role in

improving government

Urban Section: Turning around low performing schools

Noon - 1:15 p.m. Group Luncheon

Keynote address-Workplace Incivility Sponsored by VML Insurance Programs

Noon - 1:15 p.m. Women in Local Government

Luncheon (tickets required)

1:20 - 3 p.m.

Concurrent Workshops

& Local Government Round Tables

Freedom of Information Act

University/Communities Connections

Local Government Roundtables

Appalachian Trail Community designation

Bells & whistles & trains

Effect of insurance changes on coastal communities

Establishing a public arts foundation First-time homeowner program

Gang prevention
HEAL Communities
Improving bicycling access
Regulating food trucks

Role of SCC in utility regulation and rates Smart phone applications for local governments Solar battery banks for critical infrastructure

Tourism assessments

Urban wildlife management

3:10 - 4:30 p.m.

Business Meeting

& Election of Officers

5:30 - 6:15 p.m.

Reception

6:15 - 9 p.m.

Annual Banquet

Remarks by Incoming President Presentation of Achievement Awards Entertainment: The Capitol Steps





CONFERENCE REGISTRATION FORM

October 13-15, 2013

Marriott Crystal Gateway 1657 South Eads Street, Arlington, VA 22202

Name Nic		Jickna	ickname for Badge			
TitleL			Locality/Agency/Firm			
TelephoneE-n			-mail			
Ado	dress				A San	
Cit	ry, State & Zip					
(Sp	me of Spouse (If attending) ouse/guests must be registered to attend receptions and host loca sic Registration Fee (includes activities on Sunday, Monday and	•		reant for ticketed events liet	ad balayy partial	
	istration fees are not available).	i Tucsi	тау, сл	cept for ticketed events list	ed below, partial	
Please check appropriate registration fee: Me				Non-Member \$475	Spouse \$150	
	Ticketed Events (please check the events you	wish to	atten	nd and note additional charg	ges):	
	VML Golf Tournament - East Potomac Golf Course at Haines Point. First tee-time is Sunday at 9 a.m. Registration form will be mailed upon receipt of \$60 tournament fee, which includes the greens fee, golf cart and lunch. Mobile Workshop on Smart Growth/Transportation - (Monday afternoon, 1:15-4 p.m \$15) Bus tour of Arlington County focused on connections between transportation and housing density.		Optional Spouse Activity Tour of Arlington House & Cemetery; includes lunch (Monday - \$40)			
u			Total Registration Fees Due			
	National Black Caucus of Local Elected Officials Luncheon - (Monday - \$40)					
	Virginia Local Government Management Association Luncheon - (Monday - \$40) Prayer Breakfast - (Tuesday - \$30) Woman in Local Government Luncheon (Tuesday - \$40)					
			Check enclosed (check must be received within 30 days of registration) OR			
\Box			Purchase Order No.			

We do not bill for registration fees. Please return completed form and purchase order or check payable to Virginia Municipal League, P.O. Box 12164, Richmond VA 23241. Credit cards not accepted. If this form is faxed, please do not mail. You may register on-site at the conference. For additional information call VML at 804/649-8471, Fax: 804/343-3758.

Deadline for registration refunds is Sept. 13, 2013. Refunds will not be given after this date. Please give notification of cancellations by fax, letter or e-mail (e-mail@vml.org).



VIRGINIA MUNICIPAL LEAGUE ANNUAL CONFERENCE * ARLINGTON *

COOPERATE INNOVATE CHÂNGE

HOTEL ROOM REGISTRATION FORM

October 13-15, 2013

Marriott Crystal Gateway 1657 South Eads Street, Arlington VA 22202

General Instructions

This form must be used to secure your housing accommodations for the 2013 VML Annual Conference or the Mayors Institute in Arlington, VA. All requests must be received in writing on this room reservation form. Each person requesting housing must submit a separate form. You may use a photocopy of this form if necessary. Please follow the instructions listed below to reserve your housing.

- Hotel rooms at the special VML rate are only available to people registered for the VML Annual Conference or the Mayors Institute.
- 2. Use a separate form for each housing reservation required. Photocopy this form, if necessary, to request housing for multiple registrants. Couples need to only submit one form.
- Reservations must be guaranteed by a major credit card. No checks will be accepted to guarantee room reservations. The credit card will not be charged unless you fail to show up for your reserved room.
- Your housing confirmation will show the exact cost amount, including tax, of your reserved room. You may bring a check in this amount to the hotel with you

- to pay for your room if you do not wish to pay by credit card.
- Deadline for reservations is September 20, 2013. Requests received after that date will be handled on a space available basis with no guarantee that the special VML rate will be available.
- 6. Deadline for cancellations of housing reservations is prior to 6:00 PM on your scheduled arrival day.
- 7. Deadline for cancellations of housing reservations without penalty is 72 hours prior to your scheduled arrival.

PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS BELOW

Last Name:		First Name:			
Title:		Locality or Business:			
Address:					
City:					
Phone:		Fax:			
Email:		Email CC to:			
Room reservations cannot be confirmed until VM the VML housing bureau to get the conference rate. T					be made through
Hotel & Address	No. o	f beds in room	No. of peo	ple in room	Daily Rates Incl. Tax
Marriott Crystal Gateway 1657 S. Eads St., Arlington, VA 22202	Q 1	or 🚨 2	1 0	r 🖸 2	\$263.20
Arrival Date: Depart				Mayors I	attending the nstitute, Oct. 12-13.
Please note any special disability accommodations need Guarantee my hotel reservation by:					
•			nerican Expres		
Credit Card #:		Exp:			
Name on Card:		Signature	·		
Please return completed form to: VML Housing B P.O. Box 241 Washington, VA		Phone: (540) 675 Fax: (540) 675-31 Email: VML@br	.76		ns will be emailed s(es) provided on ion form.

Virginia Mayors Institute

October 12-13, 2013
Marriott Crystal Gateway
1657 South Eads Street, Arlington, VA 22202

Sponsored by the Virginia Municipal League and the Weldon Cooper Center for Public Service, University of Virginia

Who should attend?

The program is designed for mayors/board chairs and vice mayors/vice chairs.

Registration

Advance registration is required. The \$240 fee includes course materials, reception and dinner on Saturday night, lunch Saturday, continental breakfasts on Saturday and Sunday, and refreshment breaks. Checks should be made payable to VML and mailed to PO Box 12164, Richmond VA 23241. Credit cards are not accepted. The registration deadline and the deadline for cancellation notification is Monday, Oct. 7. Please give notification of cancellations by fax, letter or email. Spouses may register to attend meal functions as

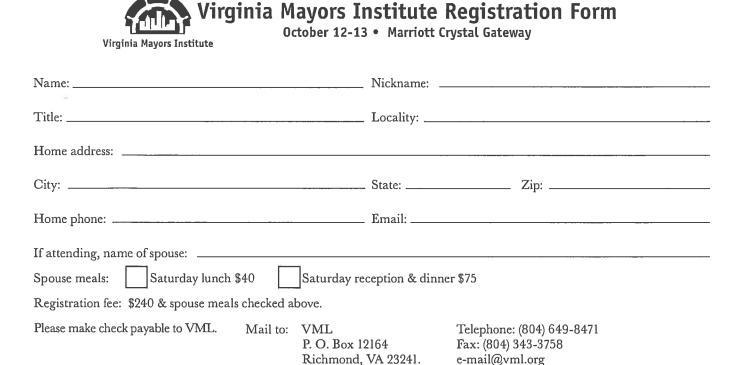
shown on the registration form. For additional information please call or email Joni Terry, (804) 649-8471, e-mail@vml. org; or Mary Jo Fields, (804) 523-8524; mfields@vml.org

Dress

Business casual attire is appropriate for all sessions of the conference. Be confortable!

Hotel reservations

Only persons registered for the Mayors Institute or the VML Annual Conference will be able to make reservations from the blocks of rooms reserved for VML at the Marriott Crystal Gateway. Hotel reservation information is available from the league or at the league web site at www.vml.org.





Virginia Mayors Institute

October 12-13, 2013 Marriott Crystal Gateway 1657 South Eads Street, Arlington, VA 22202

Sponsored by the Virginia Municipal League and the Weldon Cooper Center for Public Service, University of Virginia

Preliminary Agenda

Saturday, C	October 12	4-5 p.m.	Property Maintenance Issues	
8:30-9a.m.	Registration & Continental Breakfast		Using the property maintenance code to address issues of blight	
9-9:15 a.m.	Program Overview	0	and dilapidated property	
9:15-10:30 a.m.	Principles of Leadership	6 p.m.	Reception	
	Keys to effective leadership in a council or a board	6:45 p.m.	Group Dinner	
10:30-10:45 a.m.	Break	Sunday, October 13		
10:45-Noon	Mayor-Council Relations How mayors can develop good	8:30 a.m.	Continental Breakfast	
	working relations with their councils	9 a.m.	First Amendment Issues An exploration of the First	
12 - 12:45 p.m.	Group Luncheon		Amendment freedoms regarding freedom of religion, freedom of the press and freedom of speech	
1-2 p.m.	HEAL Communities			
	Steps local officials can take to help their communities be healthier places to live and work	10:30 a.m.	Break	
		10:45 a.m.	Email Communications	
2-2:30 p.m.	Exploring the Ins & Outs of the Dillon Rule		and FOIA Exploring interactions between modern means of communication	
2:30 - 2:45 p.m.	Refreshment Break		and the Freedom of Information Act	
2:45 - 3:45 p.m.	My Approach to Being a Mayor Perspectives of being mayor	11:45 a.m.	Presentation of Certificates & Program Wrap Up	
3:45-4 p.m.	Refreshment Break			



DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET RICHMOND, VIRGINIA 23219-2000

GREGORY A. WHIRLEY COMMISSIONER

June 20, 2013

To:

Cities and Towns in the Urban System

Subject: Street Payments to Cities and Certain Towns under Section 33.1-41.1 of the

Code of Virginia

In accordance with Section 33.1-41.1 of the Code of Virginia, the payment rates per lane mile for street payments for use in maintenance, construction and reconstruction have been updated for fiscal year 2013-2014 as follows:

Principal/Minor Arterial Roads \$ 18,684 per lane mile

Collector/Local Streets

\$ 10,970 per lane mile

These rates will be applied to eligible lane mileage for each classification as of July 1, 2013. The attached inventory and mileage summary reflects any approved adjustments in lane mileage that your municipality submitted to the Department during the past year. While we have made every effort to ensure the accuracy of the inventory, we recommend that your check for omissions and errors, etc., and advise this office of any changes needed.

Payments have been approved by the Commonwealth Transportation Board and will be made at the end of each quarter of the fiscal year by Electronic Data Interface (EDI).

The Virginia Department of Transportation (VDOT) no longer develops Equipment Rental Rates for the Commonwealth. If you have not developed your own rates, we recommend that you use one of the following: those that are available commercially via the Blue Book, or rates through FEMA for declared emergencies only. The Rental Rate Blue Book can be found on VDOT's Scheduling and Contracts Division's webpage at

(http://insidevdot/Construction/default.aspx, FEMA Equipment Rates can be found at (http://www.fema.gov/government/grant/pa/eqrates.shtm). The cost of the Rental Rate Blue Book purchase can be paid for utilizing maintenance funds.

Cities and Towns in the Urban System June 20, 2013 Page 2

If you have questions or need additional information, please do not hesitate to contact me at (804) 225-4466. Thank you for your continued partnership.

Sincerely,

Sharon L. McGhee

Local Financial Manager Local Assistance Division

Sharen & Mc Shee

Enclosure

Cc: District Administrators

Residency

SUMMARY REPORT

VIRGINIA DEPARTMENT OF TRANSPORTATION URBAN MAINTENANCE INVENTORY LOCAL ASSISTANCE DIVISION

DATE:

5/14/2013

TIME:

7:13:32AM

(162) Town of Altavista	(11) Central Virgin	ia (03) Lynchburg
	MILEAGE SUMMARY	_
STATE FUNCTIONAL CLASSIFICATION	LENGTH	PEAK HOUR MOVING LANE MILES
Arterial - Minor	(ARM) 2.31	4.62
Collector Local	(COS) 4.35 (LOS) 19.40	8.70 38.33
TOTAL	26.06	51.65
STATE ARTERIALS	2.31	4.62
COLLECTOR and LOCAL	23.75	47.03
TOTAL	26.06	51.65



COMMONWEALTH of VIRGINIA

Cynthia C. Romero, MD, FAAFP State Health Commissioner

DEPARTMENT OF HEALTH

OFFICE OF DRINKING WATER

June 13, 2013

Madison Building 109 Governor Street, 6th Floor Richmond, VA 23219

Phone: 804-864-7500 Fax: 804-864-7521

John J. Aulbach II, PE Director, Office of Drinking Water

> Mr. Waverly Coggsdale III, Town Manager Town of Altavista 510 7th Street Altavista, VA 24517

RE: Altavista, Town of (PWSID No. VA5031050)

Dear Mr. Coggsdale:

Section 2.2-613 of the *Code of Virginia* requires all state agencies to assess the impact of the mandates they administer on local government. The Virginia Department of Health, Office of Drinking Water is currently reviewing the impact of its mandate entitled "Public Water System Permit" (copy enclosed). Our assessment period begins on July 1, 2013 and will conclude on September 30, 2013. Under Executive Order 58 (2007), each agency has the ultimate responsibility for soliciting comments from local governments.

Enclosed for your use is the "Estimate of Local Impact of Mandates" form. The Commission on Local Government asks that participating localities submit the completed form summarizing the fiscal impact of the mandate by July 31, 2013.

If you choose to complete the attached form, please return it to:

Ms. Cathy Hanchey, Paralegal VDH Office of Drinking Water 109 Governor Street, Room 629A Richmond, VA 23219

Email: cathy.hanchey@vdh.virginia.gov
Fax: (804) 864-7520

Thank you for your attention to this matter.

Sincerely,

John J. Aulbach II, PE

Director, Office of Drinking Water

back I.P.C.

JJAii/cmh Enclosures



2012 Catalog of State and Federal Mandates on Local Governments



Commission on Local Government

Department of Housing and Community Development Commonwealth of Virginia http://www.dhcd.virginia.gov

September 2012

Catalog of State and Federal Mandates on Local Governments - 2012

Public Water System Permit

SHHR.VDH019

Local governments that own and operate public water systems are required to have a waterworks operation permit. This permit requires: (1) continuous provision of safe drinking water; (2) monitoring requirements; and (3) reporting requirements. Community public water suppliers are also required to develop and maintain an emergency management plan for the provision of pure water during any extended power outage.

Type:

Regulation of Optional Activity

Agency:

Department of Health

Secretariat: Health and Human Resources

Authority: Code of Virginia §§ 32.1-167 through 32.1-176; Waterworks Regulation 12 VAC 5-590-10 et seq.;

P.L. 93-523 (Fed.); P.L. 99-399 (Fed.); P.L. 104-182 (Fed.)

Last Assessment Period:

4/1/2002 to 6/30/2002

Last Assessment Finding:

Retain

Current Assessment Period

Comment:

ESTIMATE OF LOCAL FISCAL IMPACT OF MANDATES

Date: July 1, 2013	: July 1, 2013 Mandate Number: SHHR.VDH019					
Mandate Type:	☐ Compulsory Order ☐ Regulation of Optional Activity					
Ŀ	Non-discretionary Con	aition of Ala	State Fiscal Preer	nption		
Locality:		City C	County Town			
Contact Name:	Title: Phone:					
Fax:			Email:			
Estimate of Annual E	xpenditure Impact of Ma	ndate. Note	that dollar estimates are	required only for those mandates		
that have resulted in	a net additional expendit	ure of \$5,000	or more. If you would li	ke to comment on other impacts of		
the mandate, see "Ot	her Considerations" belo	w.				
Does this mandate fo	rce vour locality to incur	expenditures :	that must be covered by	local fiscal resources? Choose one		
of the following three			,			
	•	andate. If no	net expenditure, please	select one of the following		
reasons:				_		
 The mandate does not apply to this locality. The locality does not participate in the discretionary aid program related to this mandate. The locality does not carry out the optional activity regulated by this mandate. Other. (Please explain below.) 						
2. Net Expenditu	re Less than \$5,000.					
3. Net Expenditure of \$5,000 or more. Provide an actual dollar estimate.						
Total Annua	al Capital Costs					
	perating Costs +					
State Reve	State Revenues Received -					
Federal Revenues Received						
Total Annual (Cost to Locality =		P. C.			
Estimate of Staffing Requirements Relative to Mandate. Please provide an estimate of how many Full-Time						
Equivalents (or portions thereof) are required to carry out the provisions of this mandate:						
Methodology. For both net annual expenditure and staffing requirements, please explain the method you used to						
develop your estimate. State any assumptions; cite sources of all data.						
Factors Affecting Expenditure Impact. If you were unable to provide an actual dollar estimate, identify any factors that						
would influence the expenditure impact of the mandate.						
Other Considerations. If the actual dollar estimate above does not fully express this mandate's effect on your locality,						
describe any additional "costs" it might impose, such as opportunity costs, marginal costs, long-term or cumulative						
effects, increased liability, etc.						
			11 2 2 2 1 2 1 2 2 2 1 2 1 2 1 2 2 2 1 2 1 2 1 2			

Use additional sheets as necessary. However, identify each additional sheet with mandate number and locality.

Commission on Local Government Phone 804-371-8010 Fax 804-371-7090 <u>zachary.robbins@dhcd.virginia.gov</u>